Modifying Students for District Administrators

Select the red "District Login" button to begin if you have a GMS Portal account.

Step 2: Edit Students

- Select "Edit" to update information for individual students



District Login

Step 1: Account Login

- Enter your District email address and Password
- Click Login



Step 3: Update Student Details

- You can edit the following information
 - Status (Active/Deleted)
 - * SSID (aa00000)
 - * First Name
 - * Last Name
 - * Non-School Email Address
 - Date of Birth (xx/xx/xxxx)
- Click "Save or Save/Close" to store the changes





Modifying Students for District Administrators

Step 1: Delete Students

- Select "Delete" from the dashboard to remove a student



Step 2: Confirm Deletion

- A dialog box will appear to confirm deletion
- Click "Ok" to confim

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2023-24 SCHOOL YEAR Sample City SD IRN: 123455 Sample Datinet Administration Supple Total Admini	5 Students (0 Deleted)	Add Studer	x Upload CSV ©
Uonger Studiens Suff 5/0 Studiens Submitted 8 Studiens Subritiend 3 No Response	Damen Are you user you went to DLLETE Vis student? SID: Cancel DAML: p dameron@noemail.com DDB: 2015-1130 Status: No response from student	OK 202 Added By: Sam Modified: 202 Modified by: Sam	Delete Edit 3-12-01 05:59-33 gle District Administrator 31-201 05:59-33 gle District Administrator
	Erso, Jyn SSID: QE90873	Added: 202	Delete Edit
	EMAIL: jn.erso@noemail.com DOB: 2014-05-20 Status: No response from student	Added By: Sam Modified: 202 Modified by: Sam	ple District Administrator 3-12-01 05:59:33 ple District Administrator
	Kenobi, Obi-Wan		Delete
	SSID: ab12345 EMAIL: sampleØnoemail.com	Added: 202 Added By: Sam	3-11-30 03:24:57 gle District Administrator



* Note - students can be deleted during the editing process by changing the Status from Active to Deleted. Likewise, removed students can be restored by changing the Status from Deleted back to Active while editing a student.



Step 3: View Removed Students

- Click the "Show/Hide" icon to view deleted/removed students
- Click "Undelete" to restore the student's status to active

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