

Open the Student Account

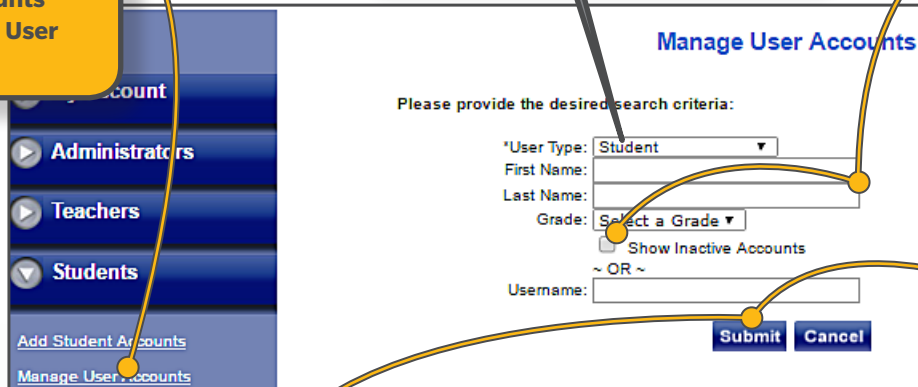


Did You Know?

Student appears as the **User Type**, but you can select other types. The **Grade** field appears if you select **Student**.

Step 1

Under **Students**, click **Manage User Accounts** to open the **Manage User Accounts** page.



Manage User Accounts

Please provide the desired search criteria:

*User Type: Student ▼

First Name:

Last Name:

Grade: Select a Grade ▼

☐ Show Inactive Accounts

~ OR ~

Username:

Submit Cancel

Step 2

- To limit the account names returned:
 - Type all or part of **First Name** or **Last Name**, and select from the **Grade** list or
 - Type the complete **Username**.
- To show both active and inactive accounts, click the **Show Inactive Accounts** check box.

Step 3

Click **Submit** to view a list of students under **Search Results**.

Step 4

Click a username to open the **Manage Student** page for that student.

Search Results:

Deactivate Deactivate All Export to CSV

Username ▲ ▼	First Name ▲ ▼	Last Name ▲ ▼	School	Status	Select All
CTURLEY29	Calvin	Turley	CA Test Dt1 High Sch A	Active	<input type="checkbox"/>

Showing 1 - 1 of 1 users found. Page 1 ▼

Deactivate Deactivate All Export to CSV

Deactivate or Export

- To deactivate accounts, select the accounts in the right column and click **Deactivate** or click **Deactivate All** to deactivate all accounts listed.
- To export the list to an Excel file, click **Export to CSV**.

Edit the Student Account

Step 1
Click to make the account **Active** or **Inactive**.

Step 2
Change the fields as required.

Did You Know?
When you place your cursor in the **Password** field, this text bubble appears with the password requirements.

Note:

- You cannot change the username.
- Be sure to record the new password. It is not shown on the confirmation screen that appears when you click **Submit**.

Step 3
Click **Submit** to update the account.

Manage Student *Required

Please provide the following information:

District: CA Test Dt 1
School: CA Test Dt1 High Sch A

Account Status: ☒ Active ☐ Inactive

*First Name: Calvin
Middle Initial:
Last Name: Turley
Student ID: 142535
*Grade: Grade 9

Gender: Male
English Proficiency: E Fully/Only
Ethnicity: Unknown
American Indian/Alaskan Native
Asian
Black or African American

Special Conditions: Autism
Visual Impairment
Deaf - Blindness
Developmental Delay

Special Services: IEP
504
Gifted/Talented
Migrant Education

Economic Status: Unknown

*Username: CTURLEY29
*Password:
*Retype Password:

Your password must have:

- A 5 character minimum
- No Spaces

Classes

Class Name	Period	Teacher	
Biology	1	William, Heineke	TX High School Science Biology
Collections	2	William, Heineke	Florida Collections - Grade 9 MyWriteSmart

Submit **Cancel**