Student Web Access - Enable/Disable

Student access to the public portal can be enabled or disabled for a single student or a group of students using the same method. Follow the directions below to enable/disable student web access as needed using the `Student Field Value` function and the field `Student_AllowWebAccess.`

Enable Student Access

1. Select the student(s) from the `Student Search Page`.
2. Select from the `Select a function for this group of students` at the bottom of the page the function of `Student Field Value`.
3. In the `Field To Change` enter `Student_AllowWebAccess.`
4. In the `New Field Value` enter the number `1` and click `Submit`.
5. This will take you to a confirmation screen with a warning on it of *WARNING: This change is irreversible*. Click `Submit` at the bottom and the Student Web Access will be enabled.

Disable Student Access

1. Select the student(s) from the `Student Search Page`.
2. Select from the `Select a function for this group of students` at the bottom of the page the function of `Student Field Value`.
3. In the `Field To Change` enter `Student_AllowWebAccess`
4. In the `New Field Value` enter a `Zero`, and click `Submit`.
5. This will take you to a confirmation screen with a warning on it of *WARNING: This change is irreversible*. Click `Submit` at the bottom and the Student Web Access will be disabled.