Disable A Student Turn Off Portal Access

Disable a Student - Turn off Portal Access

Disabling a student in CrownSIS is an important feature that allows school administrators to manage student access to the system. This functionality helps maintain the integrity of the system and ensures that students meet certain requirements for access.

What Does Disabling a Student Mean?

Disabling a student means restricting their access to the school's online portal and system. A disabled student cannot log in or view their academic information through the system. However, they remain enrolled in the school and can still participate in school activities, be scheduled for courses, and receive communication through other means.

Grounds for Disabling a Student in CrownSIS

There are several reasons why a student may be disabled in CrownSIS:

1. **Failed Login Attempts:** The system will automatically disable a student if they fail to login successfully more than five times. This is a security measure to protect the student's account from unauthorized access.
2. **Inactivity:** If a student does not log in to the system for 30 consecutive days, the system will disable their account. This helps ensure that only active students maintain access to school resources.
3. **Administrative Decision:** The school administration may choose to disable a student due to disciplinary actions or if there are any outstanding bill payments. This decision is made at the discretion of the school administration based on specific circumstances.

How to Disable a Student in CrownSIS?

Follow these steps to disable a student in CrownSIS:

1. Access Student Information
2. Go to the **Students** section in CrownSIS

3. Click on **Student Information**
4. Select the **Student**
5. Choose the student you wish to disable from the list
6. Edit **Student Information**
7. Click on **Edit Information** for the selected student



Disable the Student

1. Scroll to the bottom of the page
2. Find the option “**Disable Student** ” and click on it
3. Update the Information
4. Click **Update** to save the changes and disable the student



Once disabled, the student will be barred from any portal access but will remain a part of the school community. They can still be scheduled for courses and participate in other school activities as usual.

Conclusion Disabling a student is a straightforward process in CrownSIS and serves as an important tool for managing student access. Whether for security, inactivity, or administrative reasons, this feature helps maintain a safe and organized school environment.

Revision #6
Created 2026-01-26 21:01:16 UTC by Administrator
Updated 2026-01-26 22:04:15 UTC by Administrator