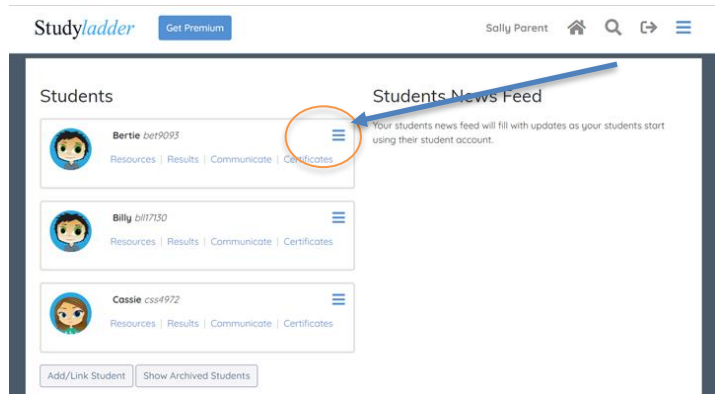


## How to archive a student account from your parent account

A parent account will allow 6 linked student accounts. To remove old school student accounts you can archive them.

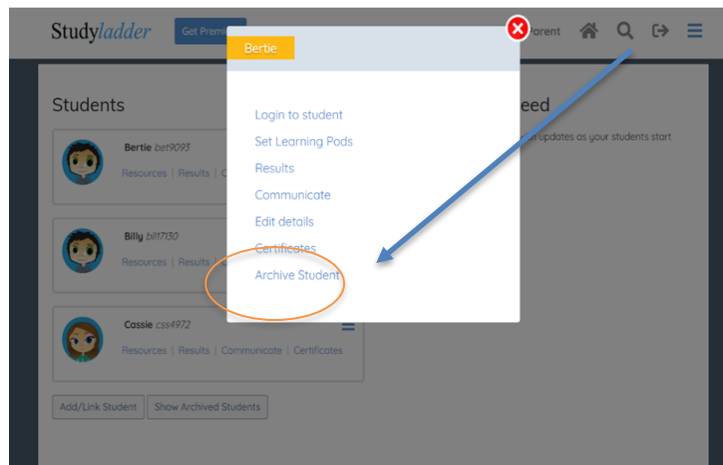
From your parent account homepage:

- Select the student account you want to archive
- click on the menu option for that student account



From the popup menu:

- Select 'archive student'



From the next popup menu:

- Select 'ok'

www.studyladder.com.au says

Are you sure you want to archive this student?

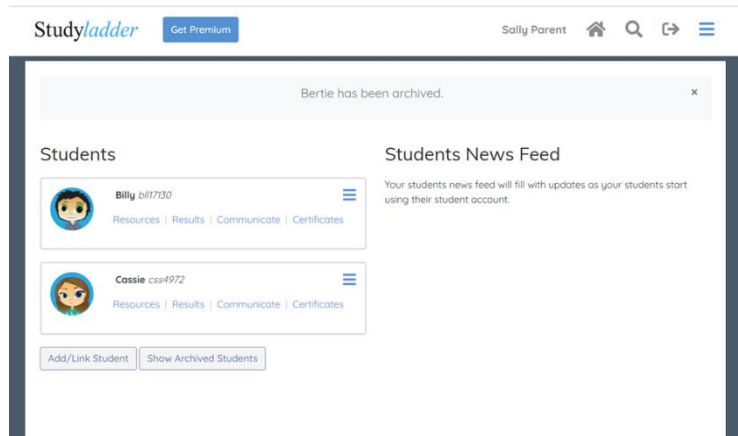
OK

Cancel

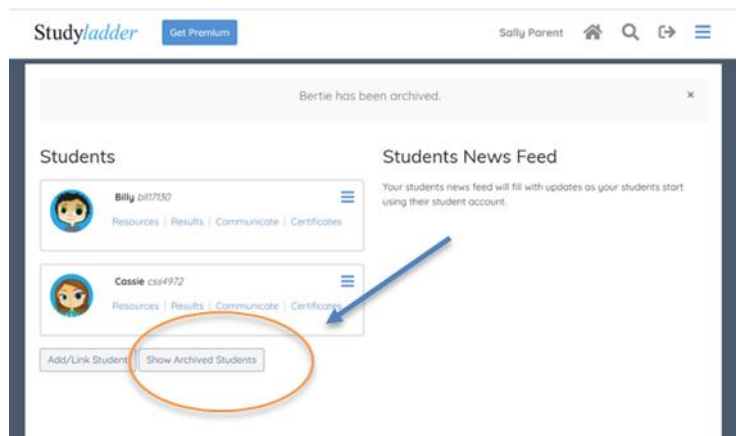


Back on your parent account homepage:

- The student account will be archived and no longer appear on your parent account homepage



- You can see all archived student accounts by selecting 'show archived students'



On the archived students page:

- Archived students are listed there and can be restored or deleted if you wish

