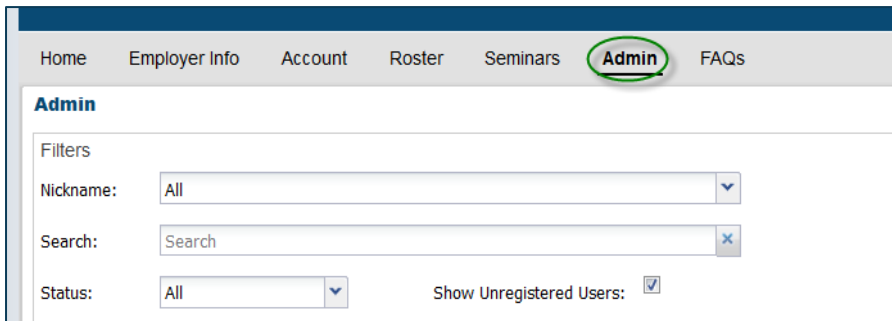
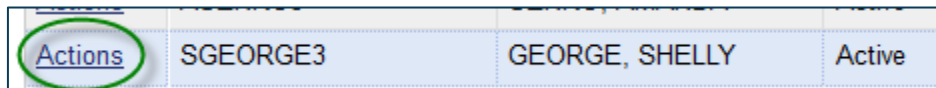


Purpose: The purpose of this function is to deactivate an active user. This task can only be performed by someone with an Employer Administrator Role.

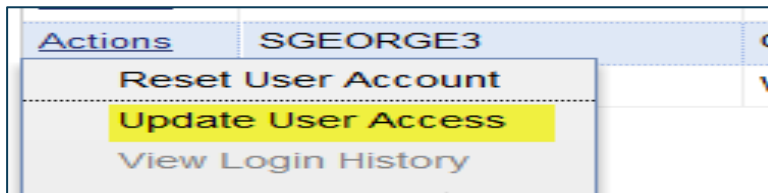
Step 1: From the main menu, select the Admin tab.



Step 2: From the Admin page, select a user from the list and click on the Actions link in the Tools column next to the user's name.



Step 3: From the dropdown menu, select Update User Access. This action will open the Update Security Profile window.



Step 4: At the Update Security Profile window, click Deactivate Account under Access Level and click the OK button.

