

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.

Home	Employer Info	Account	Roster	Seminars	Admin	FAQs	
Admin							
Filters							
Nickname:	All					*	
Search:	Search					×	
Status:	All	*	Sho	w Unregistered	Users: 🔽		

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.

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	Actions	SGEORGE3	GEORGE, SHELLY	Active

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

Actions	SGEORGE3	<	
Reset User Account			
Update			
View Login History			

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

Access Level:			
Employer including all Reporting Groups			
O Specific Reporting Groups			
10594-City Of Bradford (Employer)			
10594-1 CITY OF BRADFORD			
O Deactivate Account			