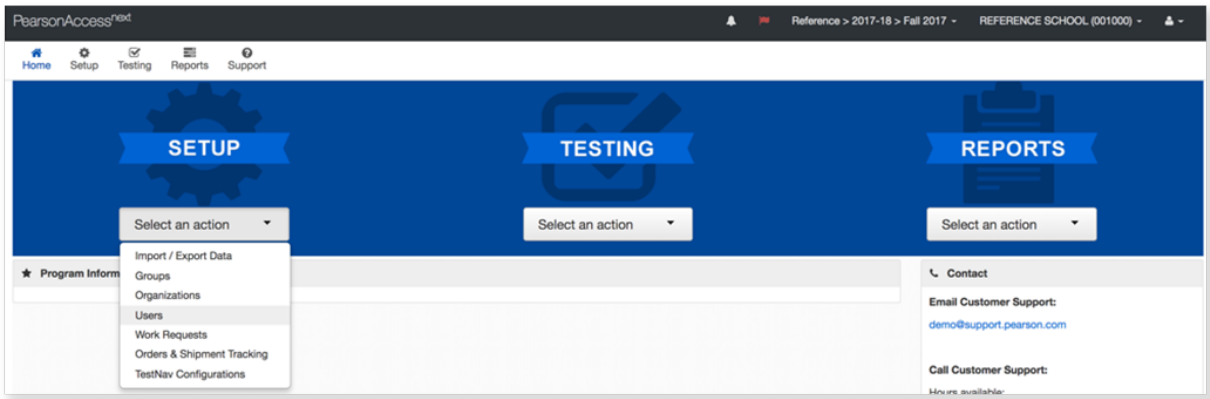
Disable and Enable User Accounts

You can disable an account when the account holder's access to the system is temporarily restricted. Depending on your program and organization's policies these criteria will vary.

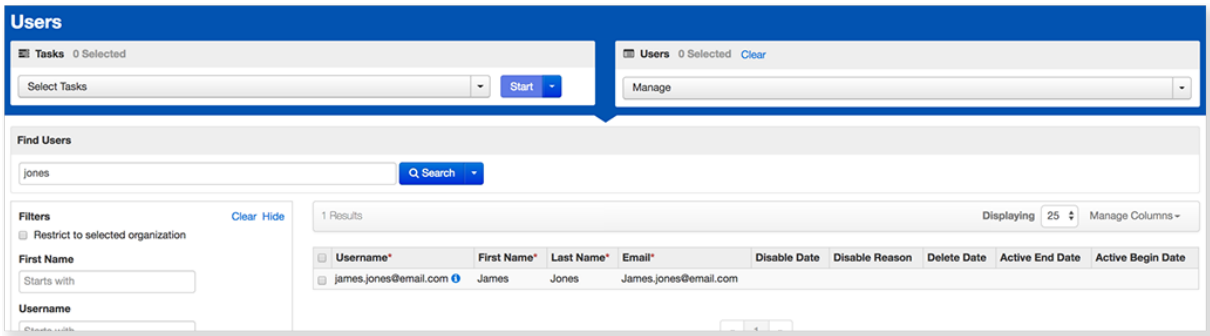
Only an authorized user can re-enable a previously disabled user account.

---

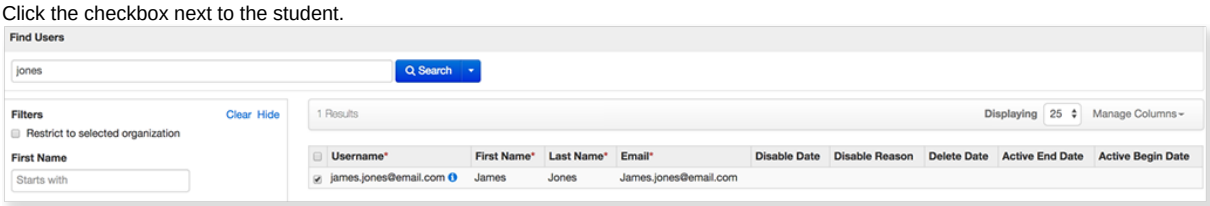
1. From **Setup**, select **Users.**



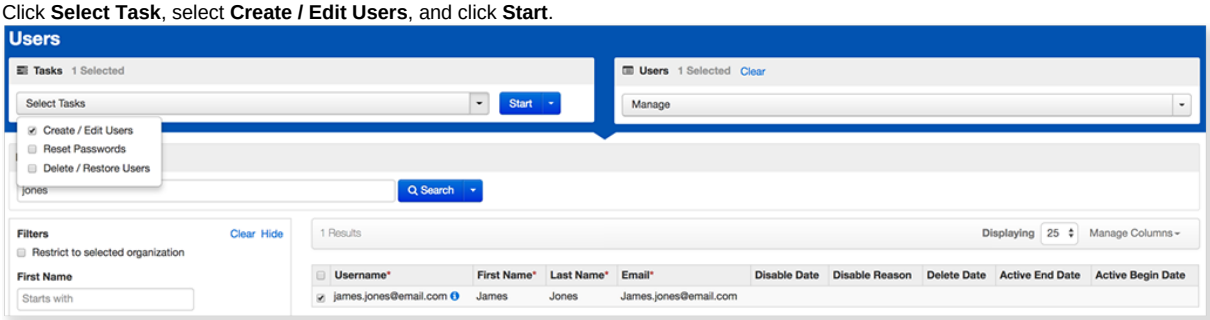
2. Type the user's name into the search field, and click **Search.**



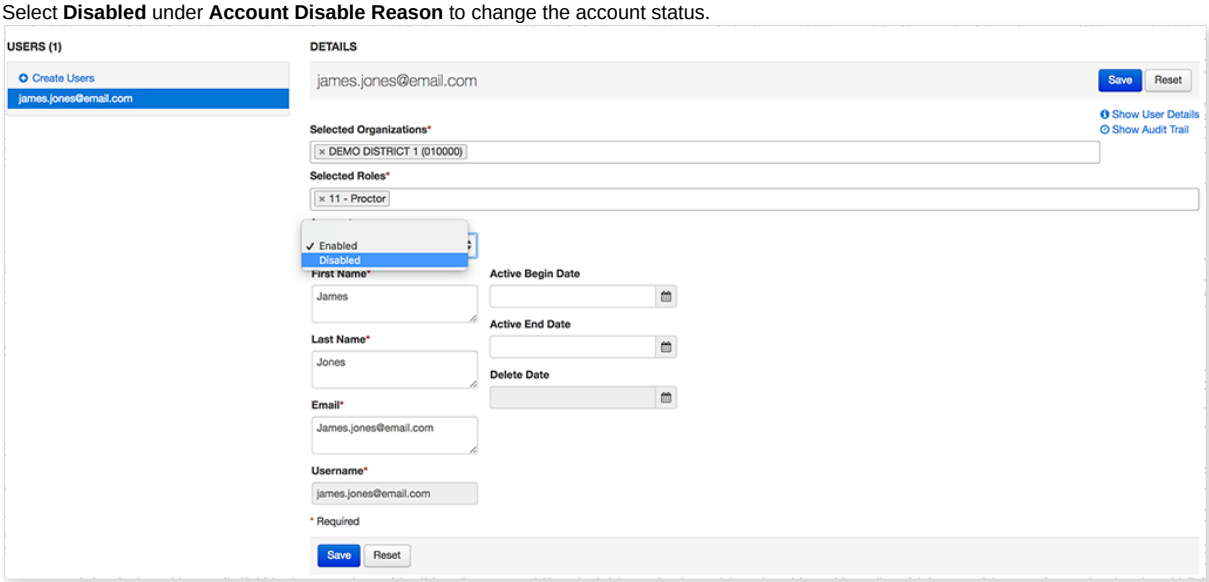
3. Click the checkbox next to the student.



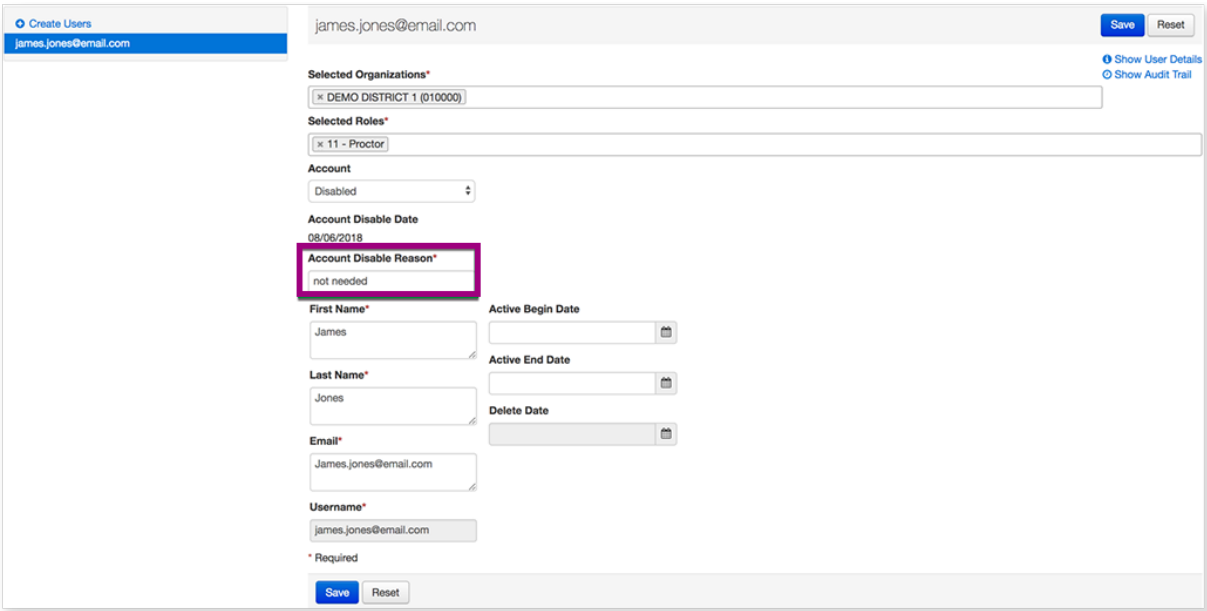
4. Click **Select Task**, select **Create / Edit Users**, and click **Start**.



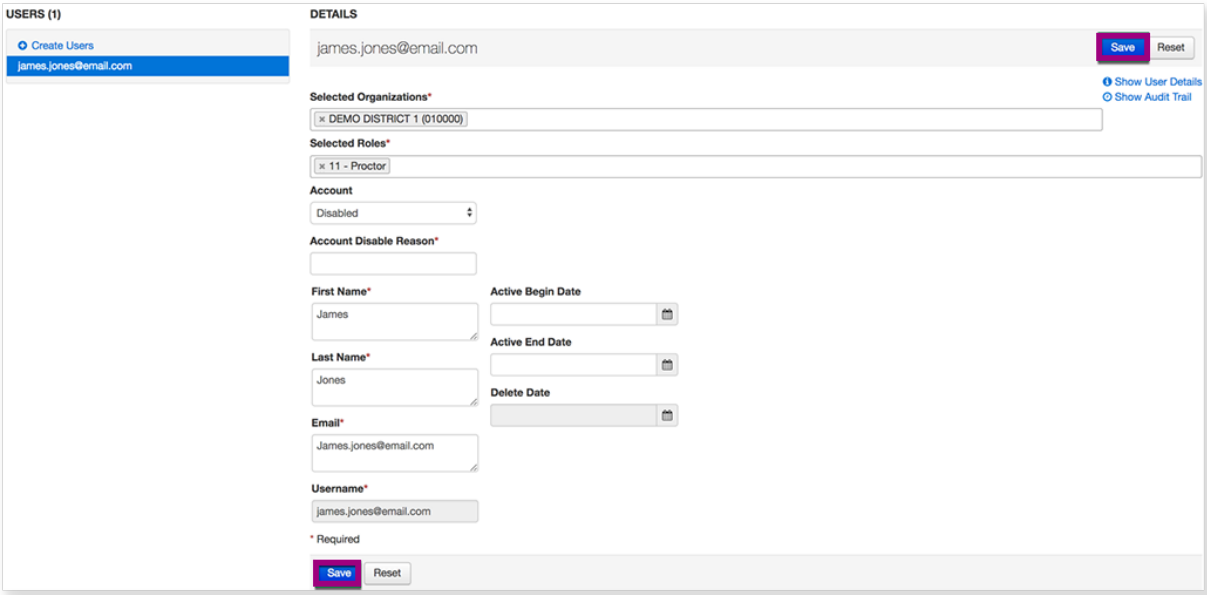
5. Select **Disabled** under **Account Disable Reason** to change the account status.



6. Type a reason under **Account Disable Reason**.



7. Click **Save.**



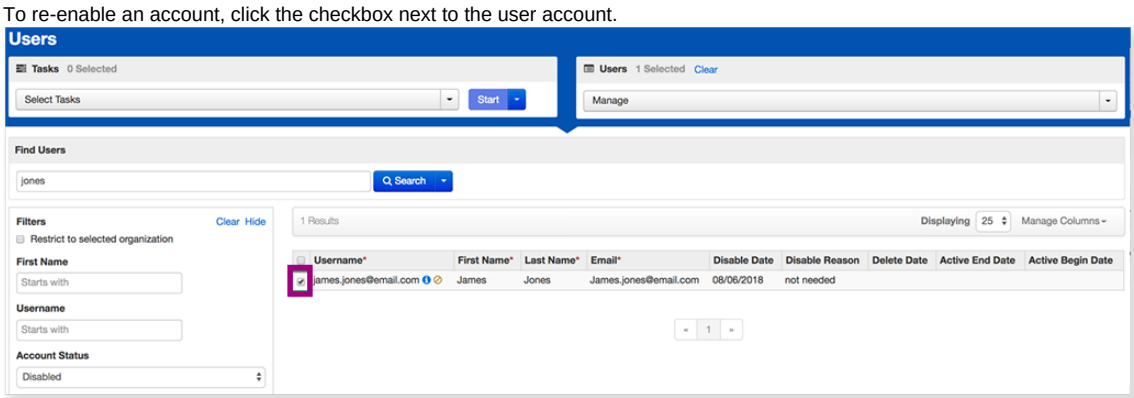
Effects

After you disable a user account, that user cannot log in to the system.

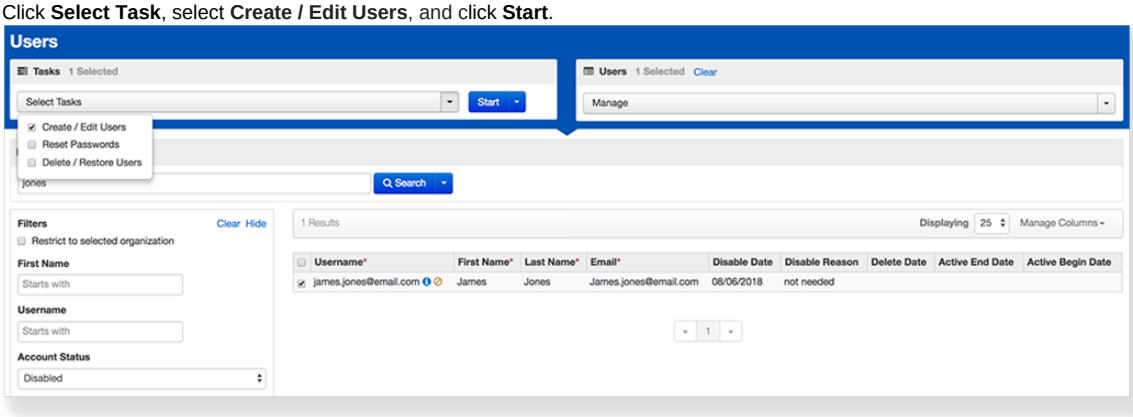
What's Next?

After you disable user accounts, you can:

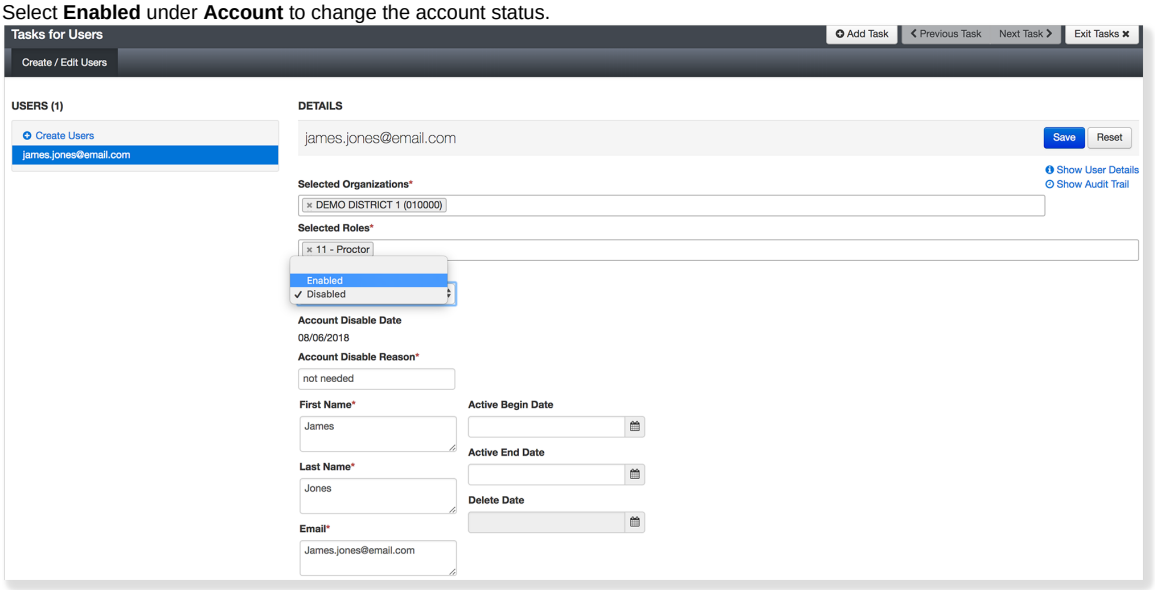
1. From **Setup**, select **Users.**
2. Select **Disabled** from the **Account Status** filter and view disabled user accounts.
   a. To re-enable an account, click the checkbox next to the user account.



   b. Click **Select Task**, select **Create / Edit Users**, and click **Start**.



c. Select **Enabled** under **Account** to change the account status.



d. Click **Save**.