Archiving or Disabling a User

Archive Process

Locate the User you wish to edit/update by searching for a user. Click on the **Username** and the **Profile Dashboard** will display for that user.

On the top right-hand corner you will see the name of the user that changes will be applied to.

Click the **Edit** button on the **Basic Profile Information** bar or click the **Profile** dropdown and click **Edit Profile Information**.

The **Edit User Profile** screen is displayed.

Disable User Account

Disable the **Allow user to login and mark account as active** checkbox.

Click the **Submit Registration Information for Processing** button at the bottom of the page.

Click the **Information Correct** button to submit the change.

Archive User Account

Follow the steps above to locate and disable a user. Now choose an **Archive User Type** from the **Archive Type** dropdown list.

Click the **Archive User** button and click **OK** on the confirmation pop-up.

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