

Unite Education Program v6.5

Job Aid: 5157

Reactivate a User Account

While a user account is inactive, the user cannot log on to Unite. When you reactivate a user account, you must assign a role to the user account. The role for the reactivated user account does not have to be the role that was previously assigned to the user account.

To reactivate a user account

1. Open a browser and log on to Unite.
2. Click and expand your username to display the system configuration menu.
3. Click **Users & Roles**.
4. Click the *Users* tab.
5. In the **Last Name, First** column, click the user account name.



Note

You may need to sort, filter, or increase the items per page to find the user account.

6. From the **Role** list box, select the user role you want to assign to the account.

Note

Once you select a user role, you can see all the permissions enabled for the user account. You can customize permissions for the user account if there are special circumstances. If you customize permissions for a user account, Unite does not automatically update the permissions for the user account if you or another user edits the role associated with the user account.

7. Verify and update other details about the user as desired.
8. Click  .
9. Click  to close the *LSAC Unite Setup* window.

Note

The user should receive a Microsoft invitation to rejoin Unite when the account is reactivated.

Related resources

- [5472 - About User Accounts](#)
- [5156 - Add a User Account](#)
- [5158 - Deactivate a User Account](#)