

Unite Education Program v6.5

Job Aid: 5158

Deactivate a User Account

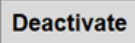


By default, new user accounts in Unite are active and users can log on as soon as they set up their credentials. When you deactivate a user account, Unite keeps the account information, but removes access and the assigned user role. User accounts that are deactivated remain so until manually reactivated. Before you deactivate a user account, be sure to check whether the user is assigned any applications for review. If so, you must reassign the applications before you can deactivate the account.

To deactivate 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. Organize the grid to find the user account you want to deactivate.

Note

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

6. In the **Last Name, First** column, click the user account name.
7. At the bottom of the grid, click  .
8. When prompted to confirm, click  .
9. Click  to close the *LSAC Unite Setup* page.

Related resources

- [5472 - About User Accounts](#)
- [5156 - Add a User Account](#)
- [5157 - Reactivate a User Account](#)