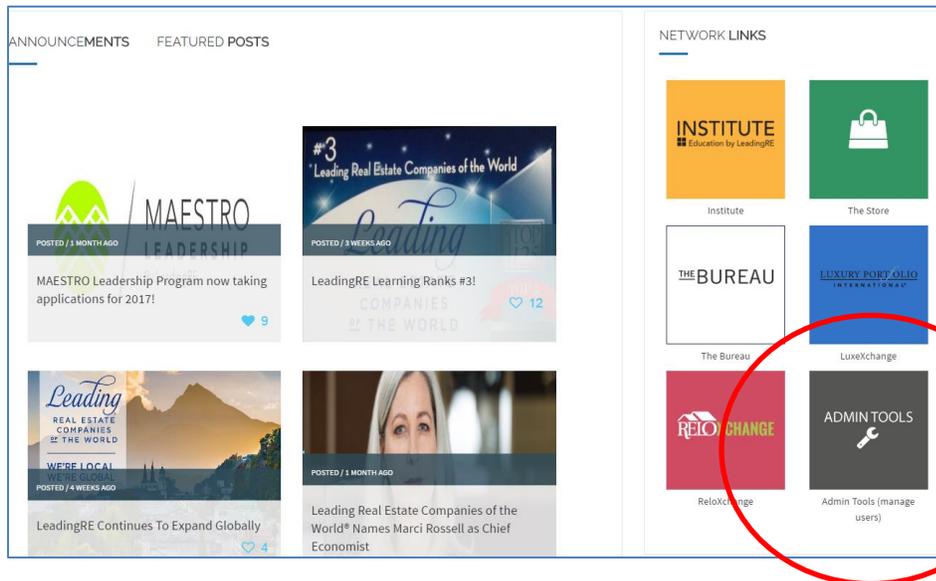
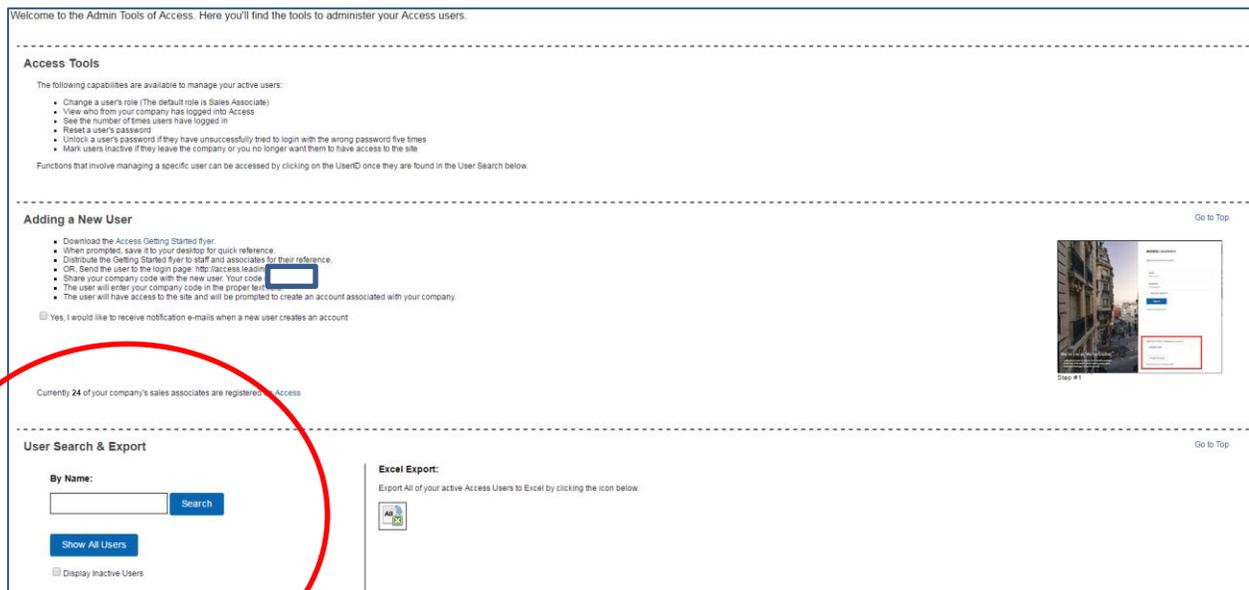


How to mark a person inactive.

1. Click on the ADMIN TOOLS box under Network Links on **access** home page.



2. Once in the admin tool, scroll to the bottom. You can either enter in a name or use the “show all users” link.



3. When the name appears, click on it and scroll to the bottom. Select “Mark this user inactive”. This action will eliminate access to Institute and the member intranet “access”. This is also where you can change roles, view login information, reset a users’ password and unlock a password.

Role Edit

- AllOtherCorporateStaff
- RelocationTeam
- SalesAssociate
- SalesManager
- TrainingAdmin

Update Role

User Activity

Event Time	Event
7/12/2016 12:00:22 PM	Logged In
7/7/2016 11:39:01 AM	Logged Out
7/7/2016 11:34:15 AM	Logged In
7/6/2016 10:08:25 AM	Logged In
7/5/2016 4:45:11 PM	Logged Out
7/5/2016 4:28:29 PM	Logged In
7/5/2016 10:05:01 AM	Logged In
6/9/2016 8:57:22 AM	Logged In
6/8/2016 12:13:35 PM	Logged Out
6/8/2016 12:09:08 PM	Logged In
6/8/2016 12:07:57 PM	Logged In
6/1/2016 12:08:31 PM	Logged In
5/26/2016 8:43:03 AM	Logged In
5/25/2016 1:27:31 PM	Logged In
5/25/2016 9:46:05 AM	Logged In
5/17/2016 3:57:03 PM	Logged In
5/10/2016 2:52:42 PM	Logged In
5/10/2016 11:33:12 AM	Logged In
5/10/2016 11:31:57 AM	Logged In
5/10/2016 9:46:04 AM	Logged In
1 2 3 4 5 6 7 8 9 10 ...	

Mark this user inactive