De-activate a User Account

Deactivating a person's account nullifies their access to EMResource and all information therein. Someone with a deactivated account cannot log in to EMResource and notifications are no longer sent.

To deactivate an account

1. In the main menu, click **Setup** and, in the list, click **Users**. The *Users List* opens.
2. Locate the person and click their **Full Name**. The *View User* page opens.
3. Above the *User Profile* section, click **Edit**.
4. In the *Login Credentials* section, clear the **Active** checkbox.
5. Click **Save**.