Blocking Web Committee and Personnel User Accounts

Complexity Level: Intermediate

The is an intermediate topic. You will need to possess some basic understanding and have some experience with Drupal content editing.

Permission Level
Level 3 or Higher - See permission level document for details

Purpose of this document
This document shows unit or site administrators how to block web committee and personnel accounts for their web user(s).

Step-by-Step Guide

- **Step 1: Go to People**
  - Click the People button at the top of the screen.

- **Step 2: Find the User Account**
  - Type the MyID or name of the person you want to block in the field 'Name or email contains'.
  - Click on 'Filter' and it will show you the user account.

- **Step 3: Select the User**
  - You will come to the screen below:
  - Click the checkbox to the left of the user account name that you want to block.

- **Step 4: Select Block Current User**
- **Step 5: Block the User Account**

Contact the Franklin OIT Help Desk

Help Desk
http://helpdesk.franklin.uga.edu

Email
helpdesk@franklin.uga.edu

Call
706-542-9900

Hours of Operation
Monday - Friday
8:00 a.m. - 5:00 p.m.

Website Information
Homepage
http://oit.franklin.uga.edu
Directory
http://oit.franklin.uga.edu/
Service Offerings
https://kb.franklin.uga.edu/x/xgKIAg
Systems Status Information
Step 4: Select Block Current User

Under "Action" click on the drop down menu and select "Block current user"

- Update URL alias
  - Add the Administrator role to the selected users
  - Add the personnel role to the selected users
  - Add the unit administrator role to the selected users
  - Add the web committee role to the selected users
  - **Block current user**
  - Cancel the selected user account(s)
  - Remove the Administrator role from the selected users
  - Remove the personnel role from the selected users
  - Remove the unit administrator role from the selected users
  - Remove the web committee role from the selected users
  - Unblock the selected users(s)

Step 5: Block the User Account

The screen will now look like the one below.

- Click on "Apply to selected items" and the user account will now be blocked.