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
- Step 2: Find the User Account
- Step 3: Select the User
- Step 4: Select Block Current User
- Step 5: Block the User Account

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

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

- 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

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.