Blocking Web Committee and Personnel User Accounts

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

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

![Action dropdown menu](image)

- 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 user(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.