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

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

- 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

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.