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.

Login

To manage any part of your web site, you will have to be logged into the Drupal CMS.

If you need help logging in, please review this login help document.

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

For further assistance, please contact the Franklin OIT Help Desk at 706-542-9900 or helpdesk@franklin.uga.edu. The hours of operation are Monday - Friday, 8:00 a.m. - 5:00 p.m. Additionally, you can access the homepage at http://oit.franklin.uga.edu, the directory at http://oit.franklin.uga.edu/, and the service offerings at https://kb.franklin.uga.edu/x/xgKlAg.
Step 4: Select Block Current User

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

Action

- 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.