Activate/Deactivate a User

To activate/deactivate a user, complete the following steps:

1. From the Administration tab, select User Administration->Manage Users. The Step 1 of 2: Select a User page appears.
2. Select the user profile radio button that you want to activate/deactivate.

   Application Tip

   You can only activate/deactivate one user profile at a time.

3. Click Activate/Deactivate as shown in Figure 1. The Step 2 of 2: Review User Profile for Activation/Deactivation page appears.

   **Figure 1. Activate/Deactivate User Profile**

4. Verify the user profile should be activated/deactivated. Click Submit. A Confirmation page appears presenting the user profile that is activated/deactivated.

   **Additional Buttons**

   - Click Return to View User Profile List to return to the View User Profile List for that terminal.
   - Click Return Home to the OTCnet Home Page.