PACIFIC UNION CONFERENCE Office of Education August 2023

How to inactivate a USER in NWEA MAP

1. On the home page, Click on the Rostering tab:



2. On the drop-down, choose "Manage Users":

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tostering 🔨	MAP Growth 🗸	MAP Reading Fluency 🗸		
			Rostering allows you to manage students in	the system and ensure they're assigned to the approp
			Manage Students & Faculty	
			МАР	
			Import Profiles/Rostering	Manage Students
			Upload Roster File and optional Programs File. Add to or update existing rostering data and check roster status.	Search for, create, or modify student profiles; reassign or exclude test events; merge duplicates.
			Manage Users	
			user profiles. Reset passwords for users.	

3. Click on Manage Users:



4. Search and find User in question:

Search Criteria	
Check for an existing profile before addi	ng a new user.
• Only active users will be searched, un	less otherwise specified.
 Specify at least one search criteria. Use the wildcard character (*) to sear 	rch by first or last names. It cannot occur as the first character and must
Search only for users that do not	have an email address
Last Name	First Name
User Name	Email Address
Instructor/Educator ID	Instructor/Educator State ID
Date Range	use created
Specify the date range when the prome	was treated.
From (mm/dd/yyyy)	To (mm/dd/yyyy)
User Role	
Additional search criteria displays after s	selecting administrators or instructors.

5. Once User is found, click on "circle by their name":

MANA	GE USERS		
Create U	ser		
Sea	arch Criteria		_
Search	Clear	cel	
Sea	arch Results		
• Sel • Sel 5 use	ect an inactive profile ect an active profile ar r profiles found w/Update Delete	and click Activate Profile to r d click Inactivate Profile to r Inactivate Profile	reinstate acces remove access e
	Last Name	<u>First Name</u> ▲	Middle
0	Flores	Claudia	-
0	Flores	Joven	-
0	Flores	Norma	-
0	Flores	Patricia	-
0	Flores	Stacy	-

6. Click on "Inactivate Profile":

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Sea	rch Criteria		
arch	Clear	cel	
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Sea			
Sea			
Sea	ct a profile to view/up	date or delete a profile.	
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 Sea Sele Sele 	ect a profile to view/up ect an inactive profile a ect an active profile an	odate or delete a profile. and click Activate Profile to d click Inactivate Profile to	o reinstate access o remove access f
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Sea Sele Sele Sele Suser View	ct a profile to view/up ct an inactive profile an ct an active profile an profiles found v/Update Delete Last Name	odate or delete a profile. and click Activate Profile to d click Inactivate Profile to Inactivate Profile <u>First Name</u>	o reinstate access o remove access f
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Sea Sele Sele Sele Viev	ct a profile to view/up ct an inactive profile a ct an active profile an profiles found v/Update Delete Last Name A Flores Flores	odate or delete a profile. and click Activate Profile to d click Inactivate Profile to Inactivate Profile First Name Claudia Joven	o reinstate access o remove access f office
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7. Click on "ok" in the blue box:



User has now been inactivated.