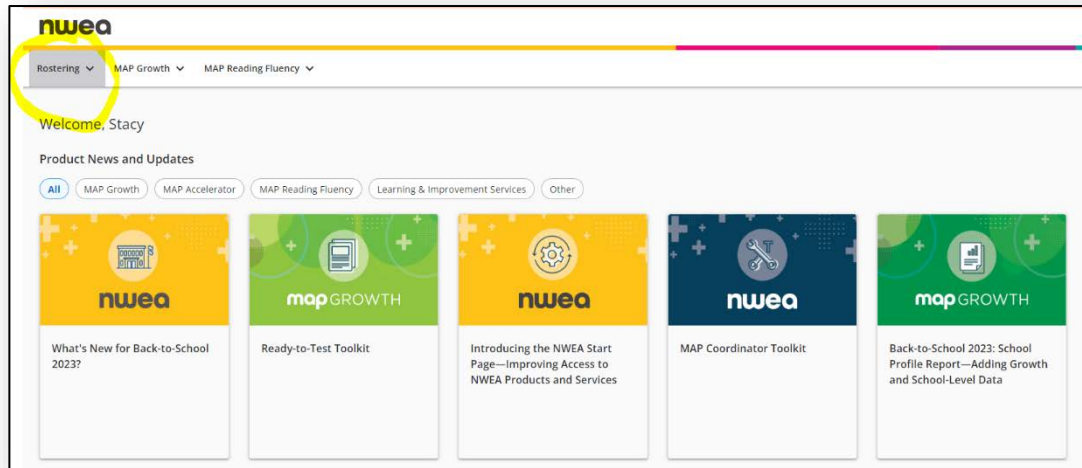
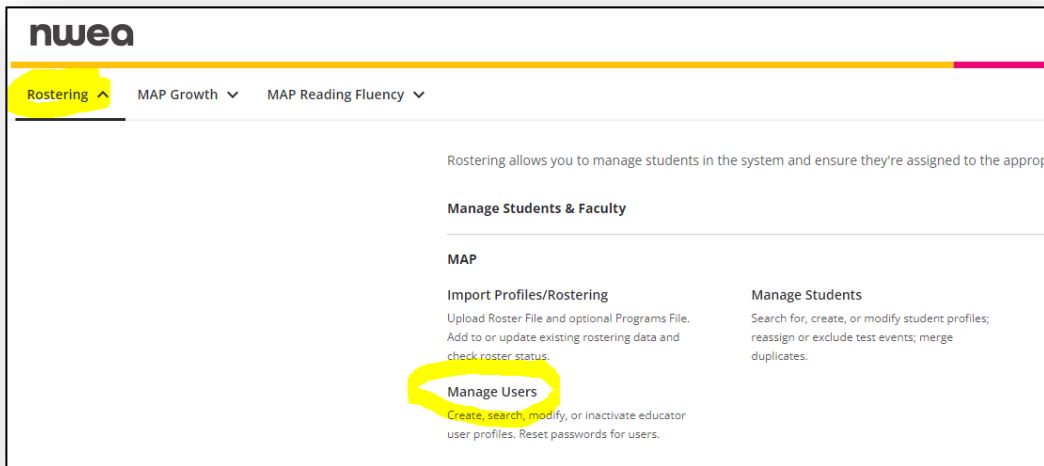


How to inactivate a USER in NWEA MAP

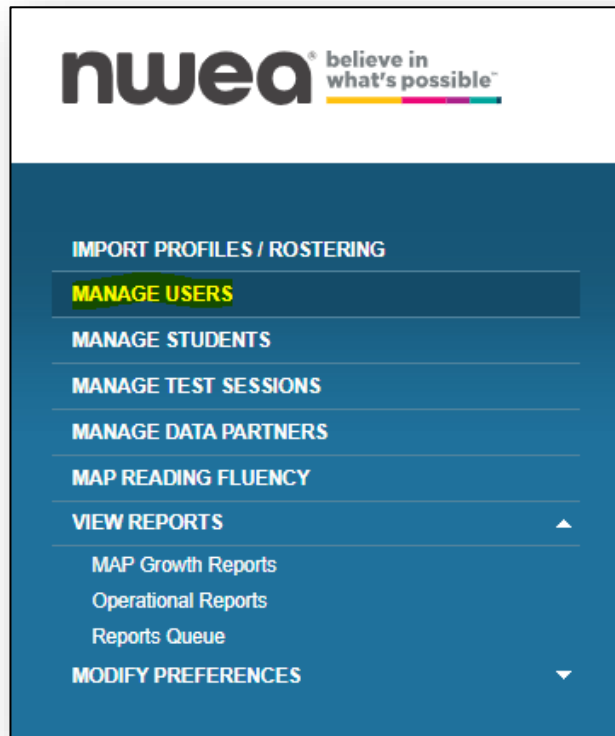
1. On the home page, Click on the Rostering tab:



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



3. Click on Manage Users:



4. Search and find User in question:

The image shows the "MANAGE USERS" search interface. At the top left is a "Create User" button. Below it is a "Search Criteria" section with the following content:

Check for an existing profile before adding a new user.

- Only active users will be searched, unless otherwise specified.
- Specify at least one search criteria.
- Use the wildcard character (*) to search by first or last names. It cannot occur as the first character and must be followed by at least one character.

Search only for users that do not have an email address

Search fields:

Last Name	First Name
<input type="text"/>	<input type="text"/>
User Name	Email Address
<input type="text"/>	<input type="text"/>
Instructor/Educator ID	Instructor/Educator State ID
<input type="text"/>	<input type="text"/>

Date Range

Specify the date range when the profile was created.

From (mm/dd/yyyy) To (mm/dd/yyyy)

User Role

Additional search criteria displays after selecting administrators or instructors.

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

MANAGE USERS

Create User

Search Criteria

Search Clear Cancel

Search Results

- Select a profile to view/update or delete a profile.
- Select an inactive profile and click Activate Profile to reinstate access to the profile.
- Select an active profile and click Inactivate Profile to remove access from the profile.

5 user profiles found

View / Update Delete Inactivate Profile Activate Profile

	Last Name ▲	First Name ▲	Middle
<input type="radio"/>	Flores	Claudia	-
<input type="radio"/>	Flores	Joven	-
<input type="radio"/>	Flores	Norma	-
<input type="radio"/>	Flores	Patricia	-
<input type="radio"/>	Flores	Stacy	-

6. Click on "Inactivate Profile":

MANAGE USERS

Create User

Search Criteria

Search Clear Cancel

Search Results

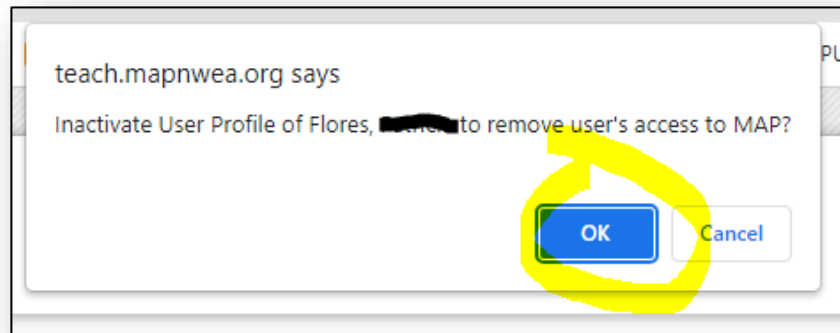
- Select a profile to view/update or delete a profile.
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5 user profiles found

View / Update Delete Inactivate Profile Activate Profile

	Last Name ▲	First Name ▲	Middle Nam
<input type="radio"/>	Flores	Claudia	-
<input type="radio"/>	Flores	Joven	-
<input type="radio"/>	Flores	Norma	-
<input checked="" type="radio"/>	Flores	Patricia	-
<input type="radio"/>	Flores	Stacy	-

7. Click on "ok" in the blue box:



User has now been inactivated.