Terminating User Access

Background:

When an Agency user should no longer access AWP their account should be disabled.

Roles:

All Module Admin roles

Navigation:

System Administration > Users

1. Enter the first name OR last name OR user ID into the **Search** field to find and select the **User ID** to be updated.
2. In the User Roles tab, check the **Disable User** checkbox.
3. Click **Save**.

Next Steps:

If the Agency User is a Module Admin, listed on the AWP Homepage, please email the AWP Implementation Team at dot.awp.implementation.team@alaska.gov, providing the name of the person and requesting they be removed from the dashboard.