

How to enable or disable a user account

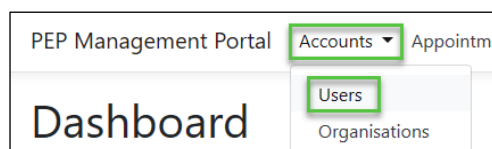
Scenario

This guide shows how to enable or disable a user account in the My GNCR management portal.

This type of user...	Can enable/disable of this type of account...
Global Administrator	All
Organisation Administrator	Organisation Administrator Organisation User Department Administrator Department User
Department Administrator	Department Administrator Department User
Global/Organisation/Department User	<i>View only access to user list, not able to manage accounts</i>

Enable or Disable account

1. Select the **'Accounts'** menu and then select **'Users'**



2. Locate the correct user and click **'Edit'**. *To search for a user use the Filters drop down.*

First Name	Surname	Email	Username	Phone Number	Organisation Code	Enabled	
Example	User	emma.example@nhs.net	emma.example@nhs.net	01911234567	NUTH_PEP	True	Edit · Update Password

3. Check or uncheck the **'Enabled'** box
4. Click **'Submit'**

First Name
Example

Surname
User

Phone Number
01911234567

Email Address
emma.example@nhs.net

Enabled