

# eduPass Quick Guide:

## Enable or Disable a Student's eduPass Account

### Introduction

You can Enable and Disable a student's eduPass account. It may be necessary to disable a student's account, for example, for disciplinary reasons or at a parent's request. An account remains disabled until it is re-enabled.

1.



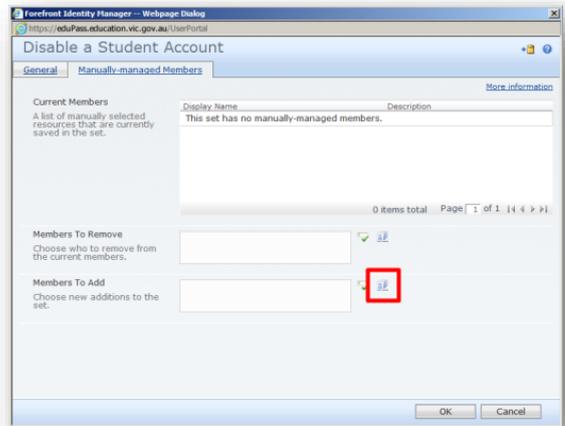
From the Administration Home page, click on the **Disable a Student Account** link.

2.



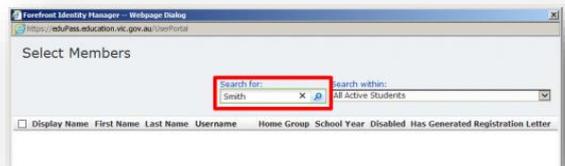
Click on the **Manually-managed Members** tab.

3.



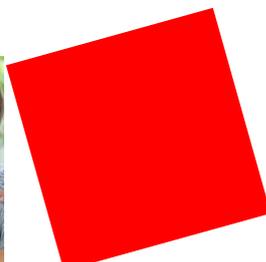
Click on the **Browse** icon to add a student.

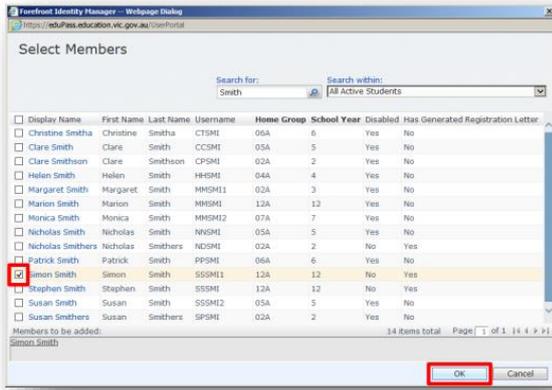
4.



Enter a student's name in the **Search for** field and then click on the **Search** icon beside the field.

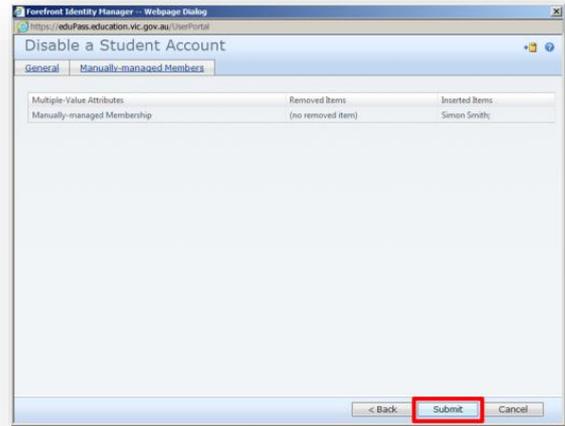
5.





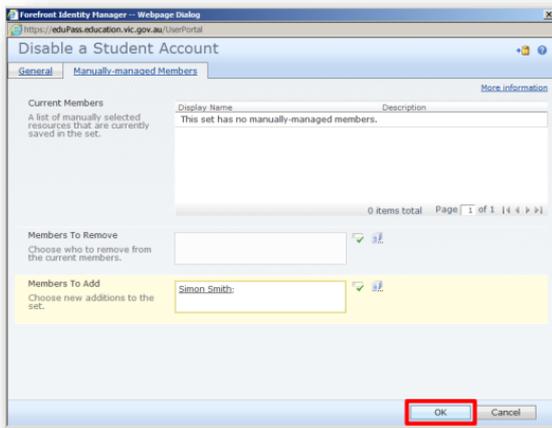
Select the student using the check box and click on the **OK** button.

6.



Click on the **Submit** button and the student's account will be disabled.

8.



Click on the **OK** button.

7.



To re-enable a student's account, click on the **Enable a Student Account** link from the Home page and follow the same process.