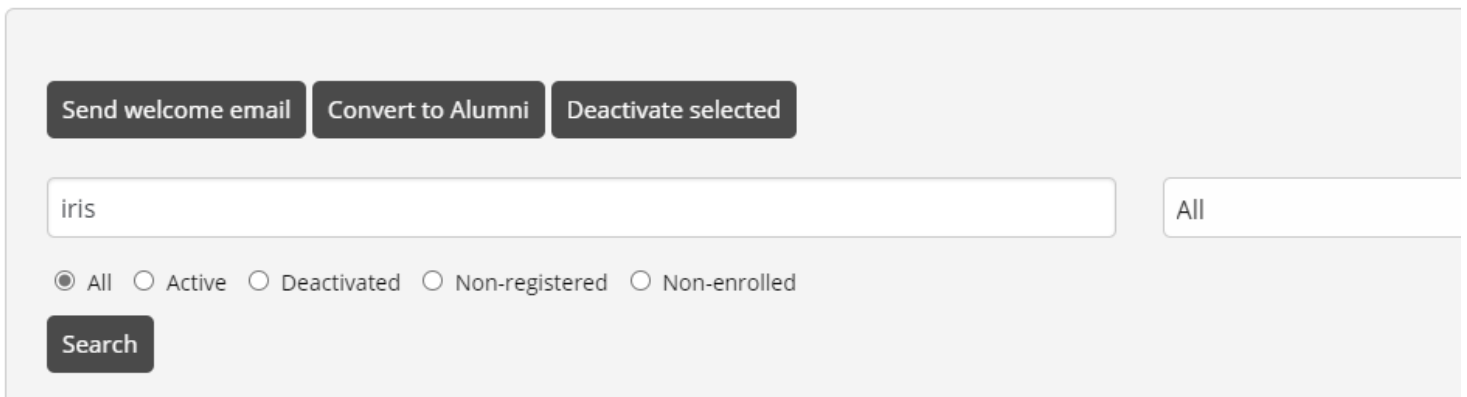


To deactivate a student/convert to alumni:

1. Click on the **Admin** tab on the top of the page
2. Click on **User Management** on the left
3. Click on **Users**
4. Type the first or last name in the **Search** bar
5. Click the checkbox next to the student to be deactivated
6. Click the **Deactivate selected** button
7. Former staff should then be converted to the Alumni user type. Alumni will still show up on Offline Reporting when inactive students are selected. Repeat steps 1-5 above but click the **Convert to Alumni** button for step 6. If you are looking to convert multiple staff to alumni at one time, use the filters to show just Deactivated Learners, then you can select all and click the **Convert to Alumni** button.

Please do not deactivate the STAR and Edvance360 admin* accounts:

- STAR Services
- Ketty Huggins/Torrey
- E360 Admin
- Nicole Ditoro



Send welcome email Convert to Alumni Deactivate selected

iris All

All Active Deactivated Non-registered Non-enrolled

Search

User Management

<input type="checkbox"/>	Last Name	First Name	User Name
<input checked="" type="checkbox"/>	Paulson	Iris	iris.paulson

Note: Deactivating locks the user out of the LMS. Converting to alumni removes them from the student/learner roster. If learners are deactivated but not converted to alumni, enrolling the deactivated learner into a course, manually or through User Training Settings, will re-activate that user. This is intentional. Former employees should be converted to alumni. If the alumni user type is left to active, the user is still able to access the LMS to view grades although they are unable to take courses.

* Admin, Parent, and Alumni user accounts do not count towards the number of contracted active users.