

Delete or Lock WBSCM User

User Administrators will use this procedure to permanently delete existing WBSCM users or temporarily lock existing users.

1 Delete Existing User

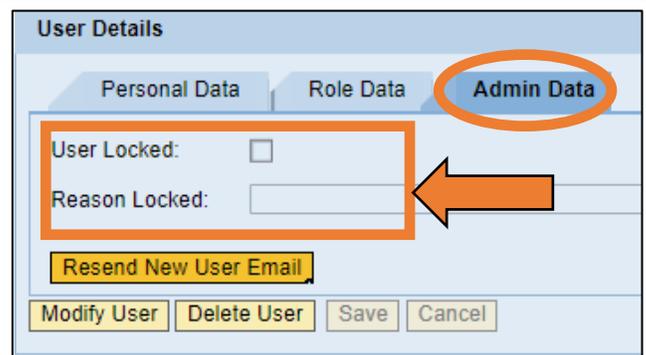
For accounts that will not be accessed again (12+ months inactive, no longer with the RA or working in WBSCM, created in error, etc.). Account **cannot** be reactivated. A new profile would need to be created.

1	In WBSCM, select "Admin" tab.
2	Select "Manage Users" on the left.
3	In "User Selection" , click an existing user.
4	"User Details" panel appears with "Personal Data" tab displayed.
5	In "Personal Data" click "Delete User" .
6	In the pop-up box, click "Yes" to confirm.
7	In "User Selection" , verify user is removed.

2 Lock Existing User

For accounts that have not been or will not be accessed for 9+ months, are pending confirmation of continued need for access to WBSCM, etc. Account **can** be reactivated.

1	In WBSCM, select "Admin" tab.
2	Select "Manage Users" on the left.
3	In "User Selection" , click an existing user.
4	Click on "Admin Data" tab.
5	Click "Modify User" .
6	Click "User Locked" .
7	Enter a "Reason Locked" .
8	Click "Save" .



Contact your ESC for technical assistance



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