

Make sure your users are up-to-date before the upgrade by deactivating old users!

Deactivate Users

Deactivating old users prior to the upgrade is a great way to make sure your account is up-to-date and organized. This will clean out Account Administrators, Administrators, Instructors and Learners who are no longer using the program. Only users with an Administrator role can deactivate users.

Note: Deactivated users will still be available as inactive users after the upgrade in case they need to be reactivated.

How to deactivate users

1. Select the **Administration** mini-app.
2. Select the **Location** on the left.



3. As a default, the list populates with learners; check the box next to each learner that needs to be deactivated. *Tip: Increase the page size to 200 for ease of viewing users.*
4. Select **Deactivate User** from the **Select an Action** dropdown menu.

Active Users Inactive Users My Selected Items

grade range selector

enter search term

U K 1 2 3 4 5 6 7 8 9 10 11 12 G PS A all


Deactivate User apply a filter enter filter value Show Learners page size 200

<input type="checkbox"/>	Last Name	First Name	PLATO Name	Role	Grade
<input checked="" type="checkbox"/>	Abbott	Bob	babbott	Learner	9
<input checked="" type="checkbox"/>	Abbott	Meg	mabbott	Learner	9
<input type="checkbox"/>	Abbott	steve	steveabbott	Learner	9
<input checked="" type="checkbox"/>	aguiar	david	davidaguiar	Learner	9
<input type="checkbox"/>	ALEXANDER	KETURAH	KALEXANDER11763	Learner	12
<input type="checkbox"/>	Allen	Lily	LAllen	Learner	9
<input type="checkbox"/>	Aran	Samus	S Aran	Learner	10
<input checked="" type="checkbox"/>	Asante	Turtle	TurtleAsante	Learner	4
<input type="checkbox"/>	Austero	Lucille	lucilleaustero	Learner	9
<input type="checkbox"/>	Banyon	Susie	Sbanyon	Learner	9
<input type="checkbox"/>	Barrett	Missy	MBarrett	Learner	11
<input type="checkbox"/>	Barrett	Ryan	RBarrett	Learner	9
<input type="checkbox"/>	Barry	Violet	Vbarry	Learner	10
<input type="checkbox"/>	Bennett	Joe	jbennett	Learner	9
<input type="checkbox"/>	Bevan	Jim	jbevan	Learner	10

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- A confirmation window will appear asking if you'd like to proceed with the deactivation. Choose **Yes**.
- Repeat steps 3 - 5 to deactivate Instructors, Administrators and Account Administrators. *To view users with an educator role, click the pulldown arrow next to Show Learners and Select Show Instructors, Show Administrator or Show Account Administrators.*

Manage Users

 You are deactivating a user(s).

Once deactivated, the user(s) will not be able to log in to PLE until reactivated, but their data will be retained. Are you sure you want to proceed?

Yes No