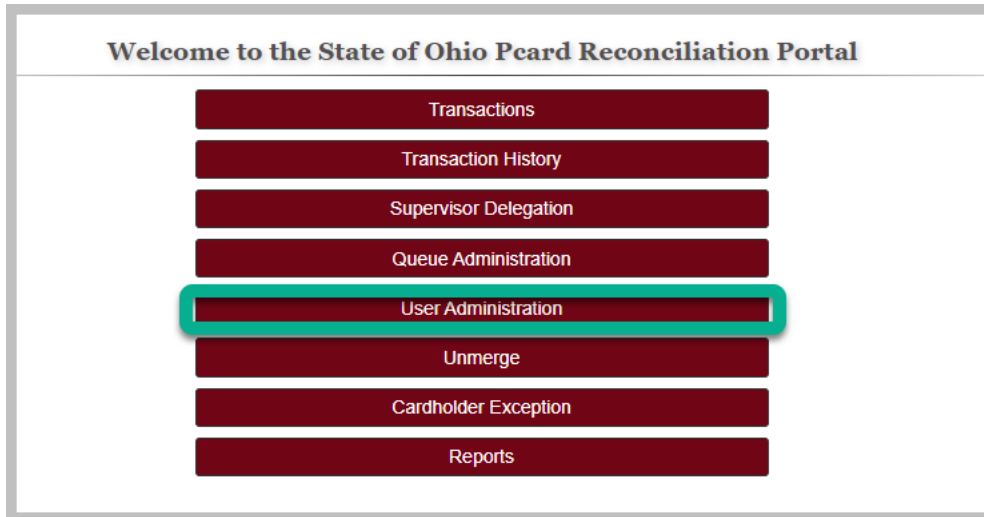


PREP - Deactivating Users

1. Login to PREP and go to User Administration



2. Search for the user by entering employee ID or last name

User Administration

Search for User
Enter all or partial search information.

State of Ohio User ID:

Email:

Last Name:

First Name:

	eMail/Userid	Last Name	First Name	State of Ohio User ID	Phone Number
Select	Nik.Dzamov@epa.ohio.gov	Dzamov	Nikola	10067704	
Select	Sashko.Dzamov@epa.ohio.gov	Dzamov	Sashko	10067687	

3. Click 'Select' in the row where the user's information is found

User Administration

Search for User
Enter all or partial search information.

State of Ohio User ID

Email

Last Name

First Name

	eMail/Userid	Last Name	First Name	State of Ohio User ID	Phone Number
Select	Nik.Dzamov@epa.ohio.gov	Dzamov	Nikola	10067704	
Select	Satch.Dzamov@epa.ohio.gov	Dzamov	Sashko	10067687	

4. Remove all PREP roles by clicking the 'Deactivate' link for each role. This will remove the user's access to PREP functionality

Details

State of Ohio User ID:	10067687
Email:	Satch.Dzamov@epa.ohio.gov
Last Name:	Dzamov
First Name:	Sashko
Phone:	
Active:	<input checked="" type="checkbox"/>

Agency Code	Role	Queue	Active	
EPA	Supervisor		True	Deactivate

5. Process complete