

Tracking System: Deactivate admin account

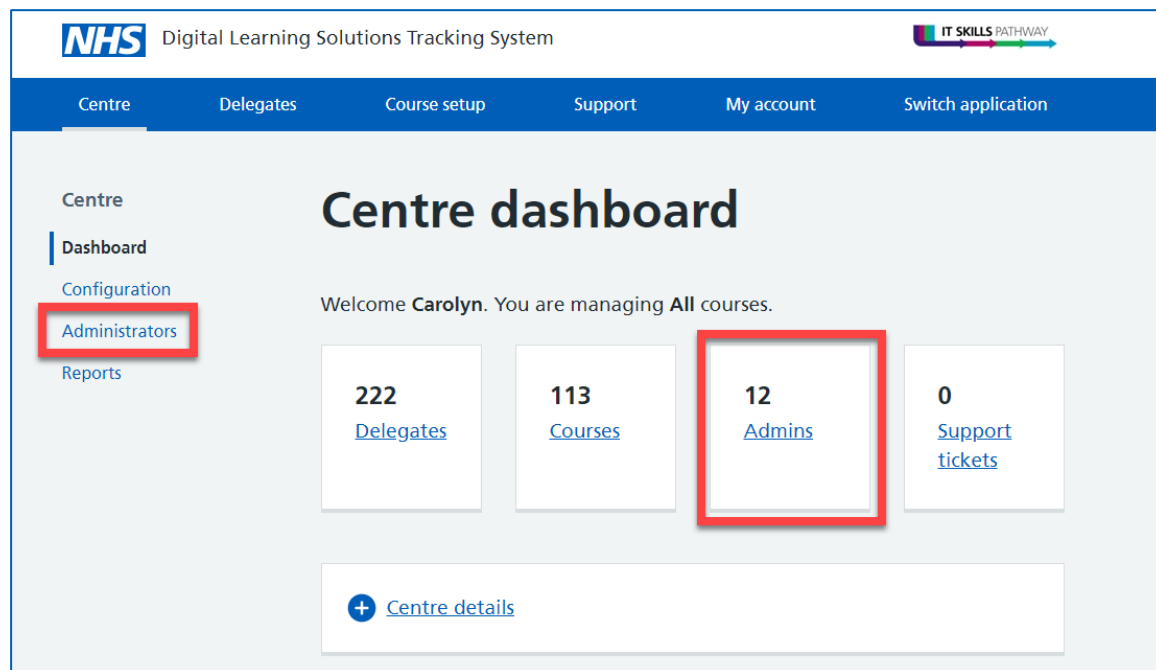
Operational Guide

**Centre
Manager**

February 2022

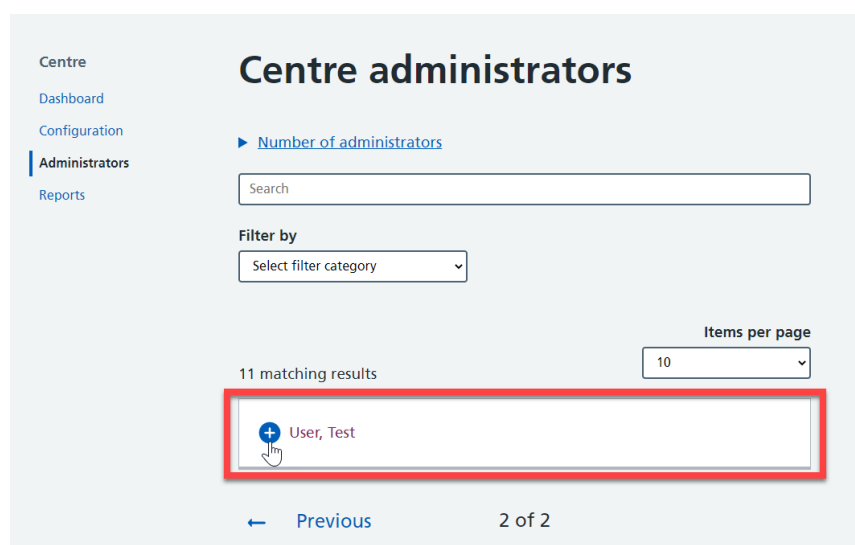
Go to the Tracking System and deactivate admin account

Only the centre manager has access to add/remove admin or other role permissions. This provides access protection to the learners tracked data at your DLS centre.



From the Dashboard

1. Select: **Administrators** or **Admins**



Select: **Expand**

Centre

Dashboard

Configuration

Administrators

Reports

Centre administrators

► [Number of administrators](#)

Search

Filter by

Select filter category

Items per page

10

11 matching results

– User, Test

Centre administrator

Email

Course category

All

Manage roles

Deactivate admin account

3. Select: **Deactivate admin account**

Are you sure you would like to deactivate this admin account?

User

Test User ()

☒

I am sure that I wish to deactivate this account. I understand that if the user has never logged in, their admin account will be deleted.

Deactivate account

×

Cancel

4. Select: the **confirmation** box then **Deactivate account**

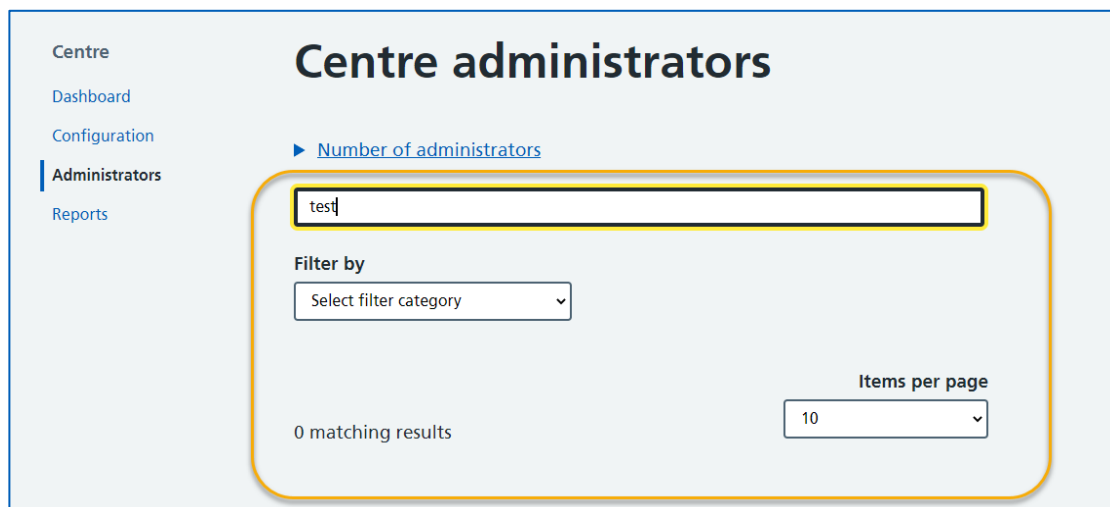
User deactivated

The user's account has been deactivated. They will no longer be able to login. If they need to access the system, they will need to re-register.

[Go to centre administrators](#)

*For information: An on screen message will appear to confirm that the account has been **deactivated**.*

*Please note this will **not** deactivate the delegate access for a learner just their admin account.*



The screenshot shows the 'Centre administrators' interface. On the left is a sidebar with links: Centre, Dashboard, Configuration, Administrators (highlighted), and Reports. The main content area has the title 'Centre administrators' and a link 'Number of administrators'. Below this is a search bar containing 'test'. Under the search bar is a 'Filter by' section with a dropdown menu labeled 'Select filter category'. At the bottom left of the search results area, it says '0 matching results'. At the bottom right, there is an 'Items per page' dropdown menu set to '10'.

For information: The Centre administrator account has been deleted as this administrator has never logged into the system

Test User

Active

Password set

Registered by centre

Send welcome email

Details

Name	Test User
Email	[redacted]
ID	TU59
Alias	HEE11
Registration date	06/04/2017
Job group	Other
Base / office / place of work	NECS
Department / team	-
Contact telephone number	-
Year of study	-
Organisation / company	-
Professional Registration Number	Not yet provided

Edit details

Set password

Promote to admin

Deactivate account

*For information: The registration card is no longer tagged with **Admin** permissions*