

This guidance is for IBPS managers only.

When a user leaves the base or no longer requires access to IBPS, that person's account must be deactivated. Use the following steps to accomplish this.

1. Log on as the IBPS Manager
2. Click on "Manage"
3. Click on "Users"
4. To locate a particular User, expand the search area by positioning the mouse pointer next to the word "Search" and click.
5. Locate the User by entering a portion of their name or by selecting the activity they are assigned to.
6. Click "Search"
7. When the listing screen refreshes, click the link of the User Name to open the account on the Information tab.
8. Change Status to "Deactivated"
9. Click "Save User"
10. A pop up box opens and requires you to enter a note. After entering the note, click "Apply".
11. Once the screen refreshes, click "Return". This will return you to the listing screen. Repeat steps 4 - 11 until all users requiring a change have been done.