Deleting Access or Closing an Account

Access to Sage must be deleted or changed if the user has left the organization or their position has changed, and they no longer require access to Sage.

1. If you are deleting access to your own account click on MY ACCOUNT on the navigation bar on top of your dashboard.

OR

If you have a user level with Account Admin in it and are deleting access for someone else click on ADMIN then find an existing user and EDIT their record

2. Click on Delete of one or more of the entities this user should no longer be associated with

<table>
<thead>
<tr>
<th>POSITION</th>
<th>ENTITY</th>
<th>USER LEVEL</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient - CoC Grant</td>
<td>AL-500 One Roof</td>
<td>Data Entry</td>
<td>DELETE</td>
</tr>
<tr>
<td>Continuum of Care</td>
<td>CoC - AL-500</td>
<td>Data Viewer and Account Admin</td>
<td>DELETE</td>
</tr>
</tbody>
</table>

3. If the user will no longer require access to Sage the account must be made Inactive. To do this click on the check box next to the word Active on the left side of the user account. This will uncheck the box and Sage will automatically enter the date the account was made inactive on.

Active

Made Inactive

The date will appear when unchecked