GEORGIA*FIRST*

SC.080.106 - Managing Terminated User Access

Purpose	• To manage terminated user access in PeopleSoft Financials.
Description	This topic demonstrates how to manage terminated user access in PeopleSoft Financials. Local Security Administrators should manage terminated user access in PeopleSoft Financials on a routine basis. BOR recommends that Security Administrators run the delivered query "BOR_SEC_TERMINATED_USERS". This query lists the users who are 'terminated' and who have active user accounts. It is recommended that you run this query at least weekly and deactivate the accounts immediately. It is not recommended that you delete a user profile.
Security Role	
Dependencies/ **Constraints**	
Additional Information	

Procedure

Below are step by step instructions on how to manager terminated user access.

For this topic, imagine that you have just run the BOR_SEC_TERMINATED_USERS query and User ID "GarMoo848" is a terminated employee whose account needs to be disabled.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **PeopleTools** link.
4.	Click the **Security** link.
5.	Click the **User Profiles** link.
6.	Click the **Distributed User Profiles** link.
7.	Enter "**GarMoo848**" in the **begins with** field.
8.	Click the **Search** button.
9.	Click the **GarMoo848** object.
10.	The first action is to select the **Account Locked Out Checkbox**. This will disable their ability to login. Click the **Account Locked Out?** checkbox.
11.	Click the **User Roles** tab.
12.	The last recommendation is to remove the BOR PeopleSoft User role. This role contains sign in permissions. Without this role, a user will not be allowed to login to the application. Click the **Delete row 1 (Alt+8)** button.
13.	Click the **OK** button.
14.	Click the **Save** button.