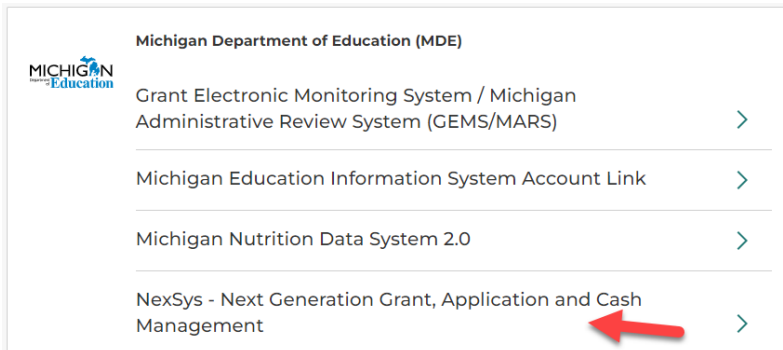


REMOVING NEXSYS ACCESS

NOTE: The NexSys level 5 is the only person who can remove access for the agency.

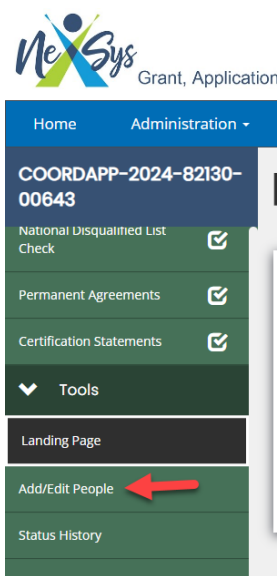
1. Log into your MiLogin for Business account [HERE](#).
2. Click on the NexSys link and acknowledge the Terms and Conditions.



3. Find and open the specific program application the person needs to be removed from. (i.e., CNP: Coordinated Application, Fresh Fruit and Vegetable Program Application, 10 Cents for Michigan Kids and Farms, etc.).

NOTE: The person will need to be removed from EACH specific program application they have access to. Removing them from one does not remove them from all.

4. Go to the Add/Edit page of the application.



REMOVING NEXSYS ACCESS

5. Click on the name of the person you want to remove.

Person	Organization	Role	Active Dates	Assigned By
Name	Flint School District of the City of - 25010, Lansing Public School District - 33000, Multicultural Academy - 81908, Romulus Community Schools - 82130, Saginaw ISD - 73000, Wayne RESA - 82000	Authorized Official (5) Accounting - Entity Certifier	04/03/23 - 04/03/23 -	Grant System Grant System
Name	NexSys New User Registration, Romulus Community Schools - 82130, Wayne RESA - 82000	Authorized Official (5)	04/03/23 -	Grant System
Name	GCSN, Nutrition - GCSNP, Office of Health and Nutrition Services	Service Area Program Administrator (7)	04/03/23 -	Grant System
Name	Romulus Community Schools - 82130	Application Administrator (4)	06/29/22 -	Shelbi Frayer

6. Click on Go to Profile.

View the profile information for the selected user or select the Navigate to Profile button to navigate to their profile.

Mark Graham

Prefix Mr.	First Name [Redacted]	Middle Name [Redacted]	Last Name [Redacted]	Suffix [Redacted]	Title Accountant
Phone1 [Redacted]	Phone2 [Redacted]	Cell null	Fax [Redacted]		
WebSite [Redacted]	Email [Redacted]				
Address [Redacted]		Address 2 [Redacted]			
City Flint	State Michigan	ZipCode 48503-1974	County Genesee County		

Go To Profile

7. Enter today's date in the Inactive Date text box.

Saginaw ISD - 73000

Role Name	Active Date	Inactive Date	Assigned By
Application Administrator (4)	06/26/2019	MM/DD/YYYY	Post, Joel

REMOVING NEXSYS ACCESS

8. At the top right of the screen click Save.

