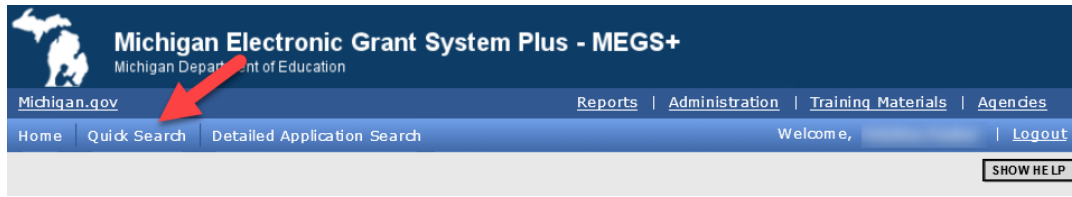


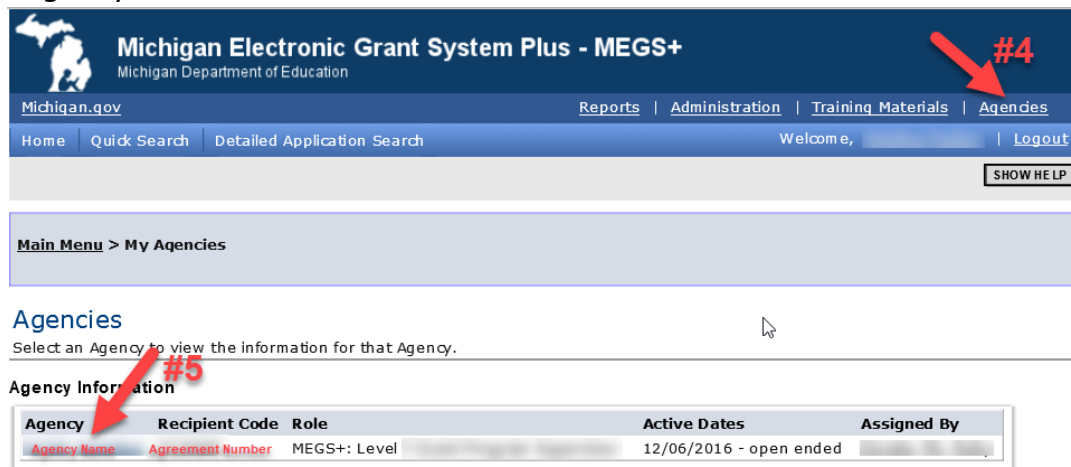
DEACTIVATING A USER IN MEGS+

Note: This must be completed by a MEGS+ Level 5. The level 5 can deactivate levels 4 and below. Level 5's must be removed using CEPI removal form or with the submission of a new MEGS+ level 5 security access form, from the replacement.

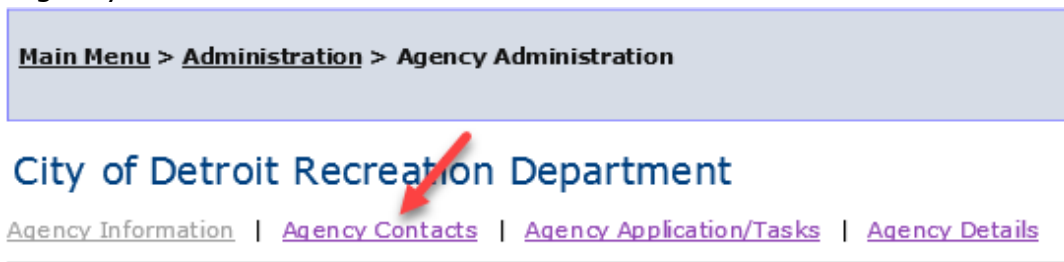
1. Log into [MEGS+](#).
2. Use **Quick Search** at the top of the page to find the program application you are wanting to add the person to. **Note:** The new person will need to be added to each specific program application they need access to.



3. Click on the specific application you are removing the person from. NOTE: *The person will need to be removed from each individual application. Removing the person from one does not remove him/her from all.*
4. Click on Agencies (top right corner).
5. Click on Agency name.



6. Click on Agency Contacts.



7. If the person you want to deactivate is not showing in the list, use the Search option.

DEACTIVATING A USER IN MEGS+

- Active Status should be set to Active.
- Type the last name of the person being removed, in the textbox.
- Click Search.

Search
Active Status: Active
Partial Name:

- If the person you want to deactivate is showing in the list of Agency Contacts, type the date you want to inactivate the person in the blank box, under Active Dates, next to their name.

Agency Contacts
Sort By: Name

Person	MEGS+ Role	Active Dates	Last Modified	Last Modified Date
First and Last Name	MEGS+: Level 5 Authorized Official	8/17/2017 * - <input type="text"/>	<input type="text"/>	8/17/2017 5:24:45 AM
First and Last Name	MEGS+: Level 5 Authorized Official	10/8/2018 * - <input type="text"/>	<input type="text"/>	10/8/2018 7:38:45 AM
First and Last Name	MEGS+: Level 5 Authorized Official	5/19/2016 * - <input type="text"/>	<input type="text"/>	5/19/2016 3:02:56 PM

- Click on Save.

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