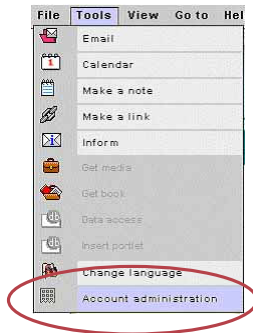


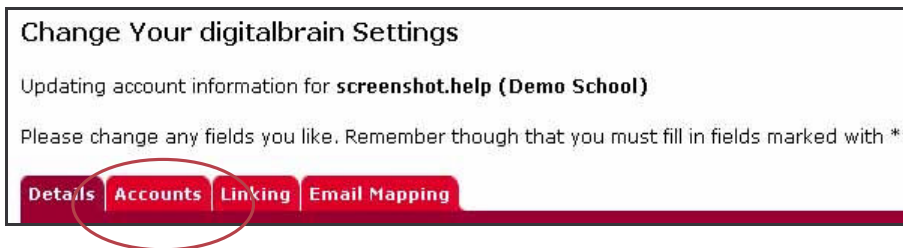
Deactivating Accounts

The Deactivation tool can be used to disable the accounts of staff and/or pupils who have left your school/organisation.

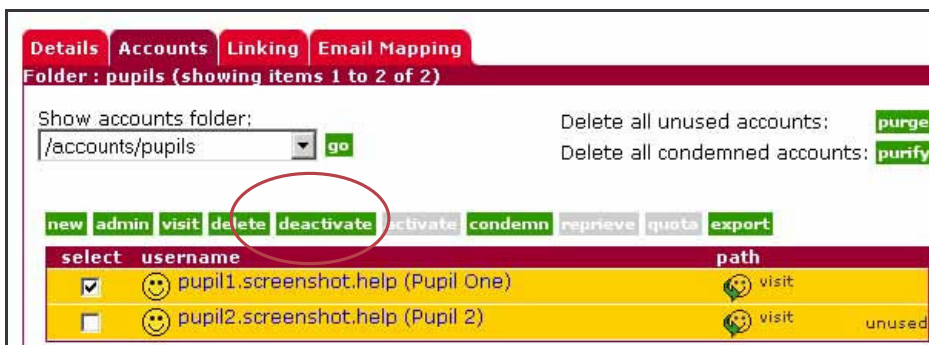
1. **log in** with the Administrator username and password for your school or organisation.
2. From the school/organization homepage, hover over **Tools** in the Digitalbrain toolbar and select 'Account Administration'.



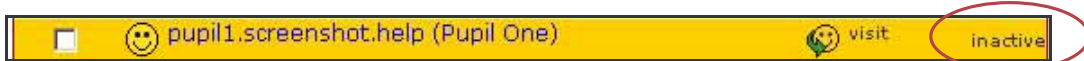
3. Click on the 'Accounts' tab.



4. Tick the box next to the account that requires deactivation and click the **deactivate** button.



5. The word 'inactive' will appear on the right-hand side of the username.



6. The member of staff/pupil will no longer be able to log on to your school portal.