

# Linking New Accounts to Deactivated Accounts

This tool will allow you to link a new account to the account you held at your previous school/college. The previous organisation must have deactivated your account/s when you left for the process outlined below to work.

When you attempt to log into your old account, you will receive the message box displayed here.

This account is no longer active.

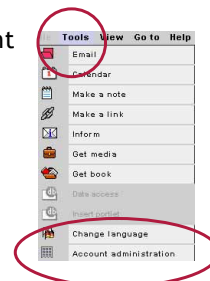
If you have a new digitalbrain account, try using the account linking tool to access this inactive account.

username:

password:

If you have a new account, follow the instructions below to link your new account to the inactive account.

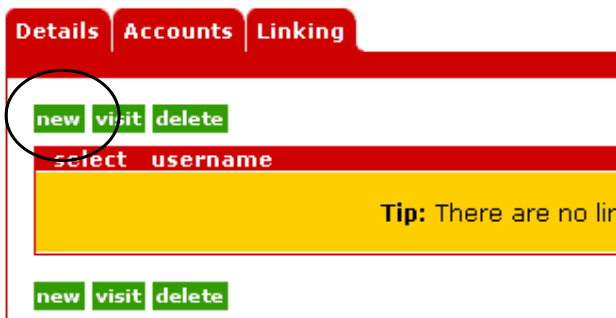
1. Log on using your new account details.
2. Click on the 😊 or 👤 in the toolbar to ensure you are viewing your homepage.
3. Hover over 'Tools' in the toolbar and select the 'Account Administration' option.



4. Click on the 'linking' tab on the account administration page.



5. Click on 'new' in order to create a new link to a deactivated account.



6. You will then be prompted to enter the username and password of your deactivated account.

You must enter a valid password in order for the account link to be created.

username:

password:

# Linking New Accounts to Deactivated Accounts

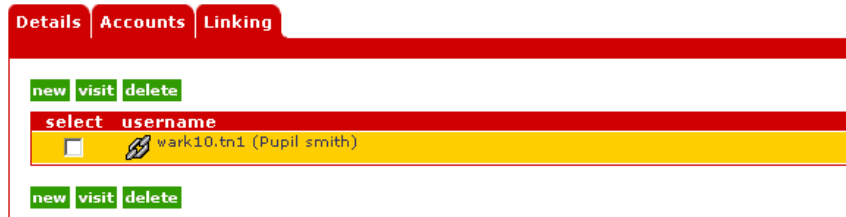
- Once the correct username and password has been entered, click 'ok' and the account link will be created.

## Link Your Inactive Accounts

Administering linked accounts for **wark14.tn1 (Pupil Smith New Account school)**

Select the account(s) to administer and click on the required action button

**created a link to wark10. tn1 (Pupil smith) - there may be a delay before seeing this change**



- It is now possible to visit the deactivated account and use and/or copy the information stored in your webspace.