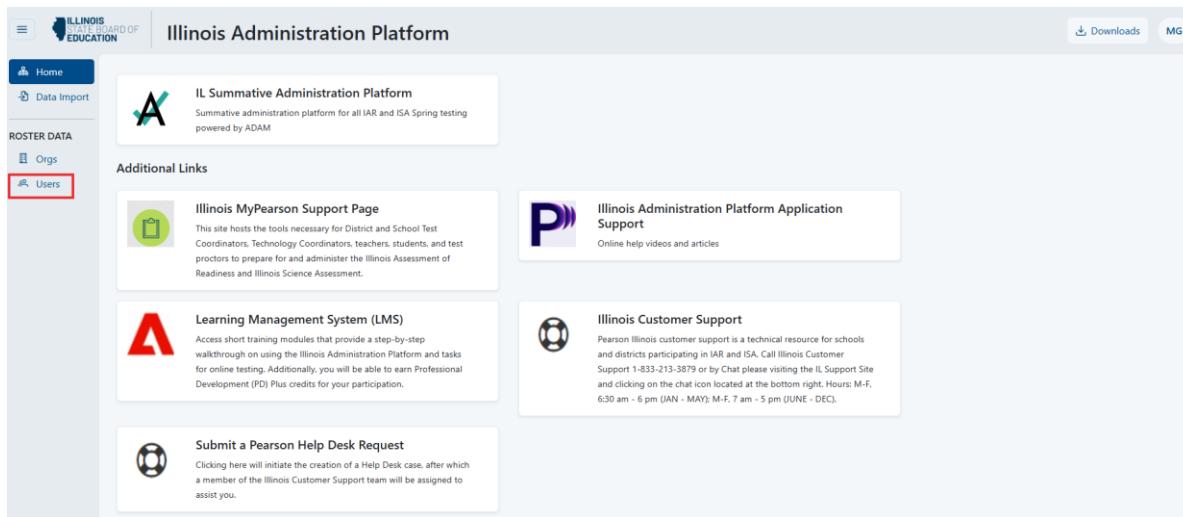
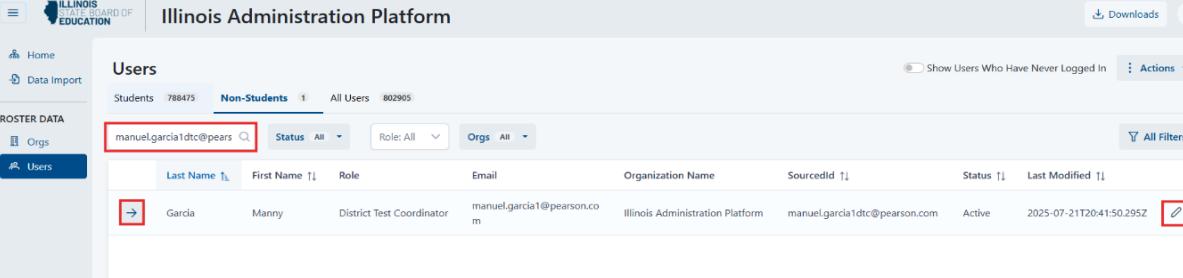
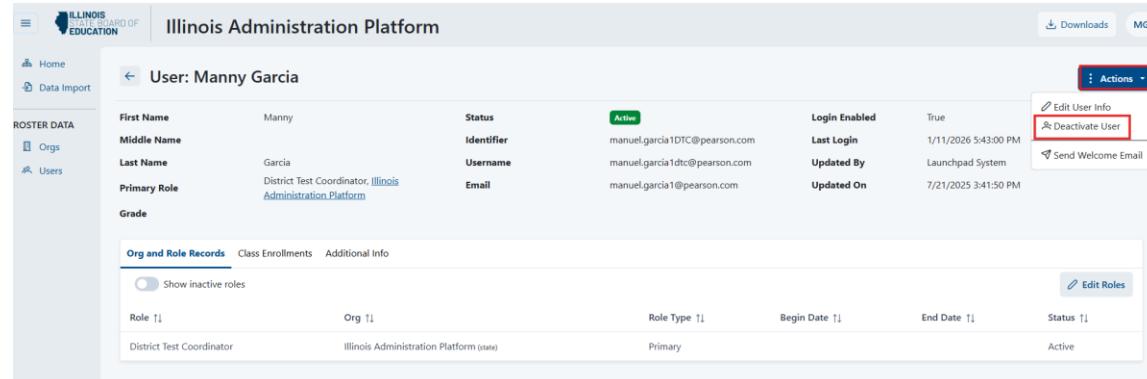


This guide outlines the procedure for deactivating users who are no longer associated with the organization. Please review the following permissions: District Test Coordinators (DTCs) are authorized to remove other DTCs, School Test Coordinators (STCs), Technology Coordinators, and users with Report Access. School Test Coordinators (STCs) may remove STCs, Technology Coordinators, and users with Report Access. Please note that it may take up to 24 hours for the changes to be reflected on the platform.

How to Deactivate a User: Follow the steps below.

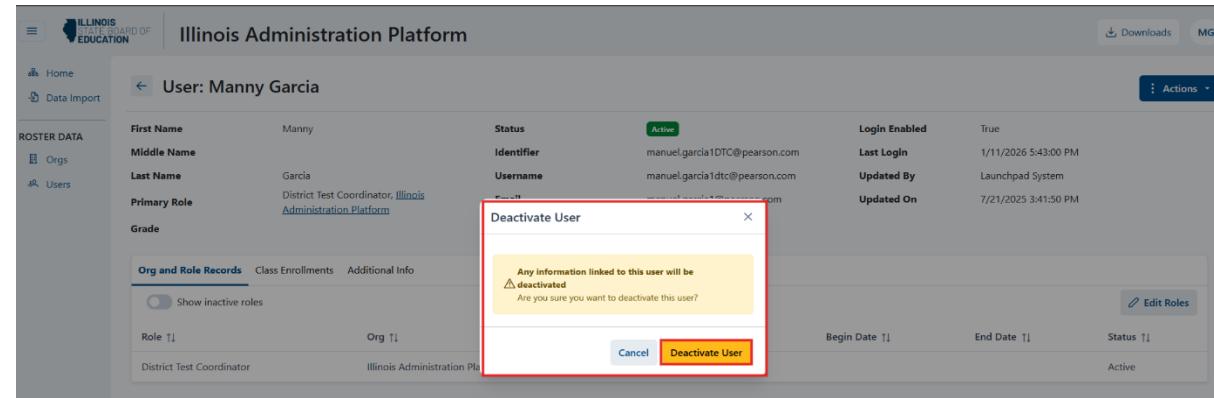
Steps/Directions	Screenshot
<p>Log in to the Illinois Administration Platform. Once logged in, navigate to the "Users" section.</p>	
<p>Search for the user to be deactivated. Use the search function to locate the appropriate user. When you find the user, click either the arrow or the pencil icon next to their name to access their profile.</p>	

Select the Action button. In the user's profile, click on the "Action" button and choose "Deactivate User" from the dropdown menu.



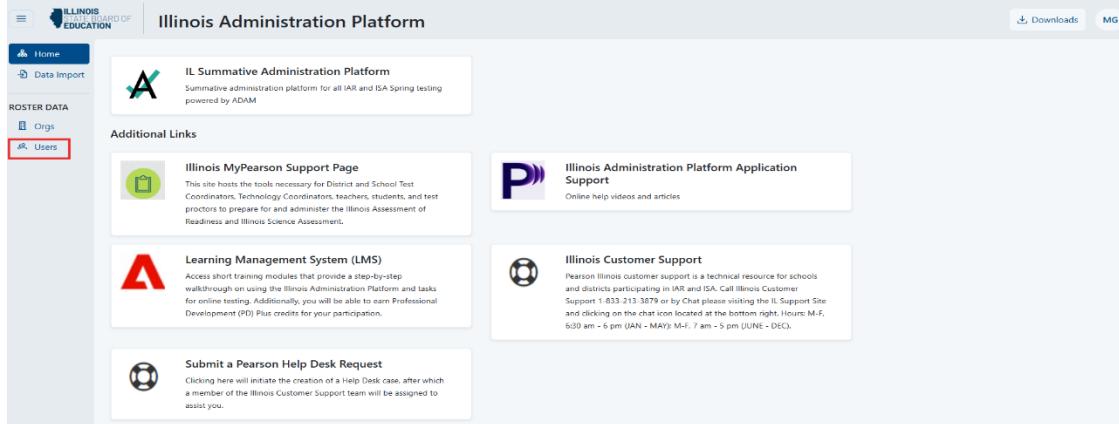
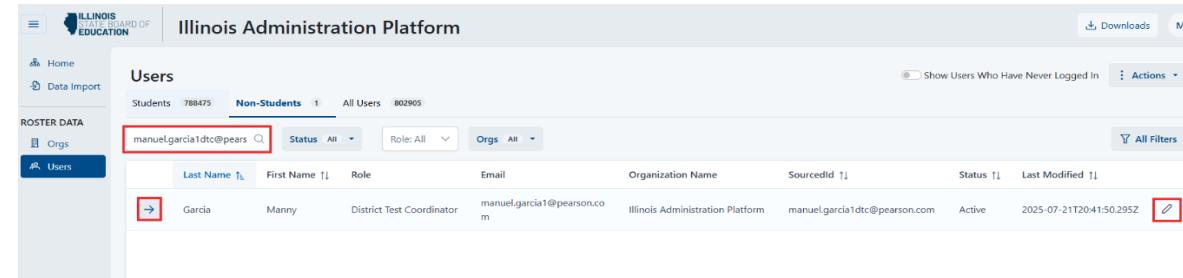
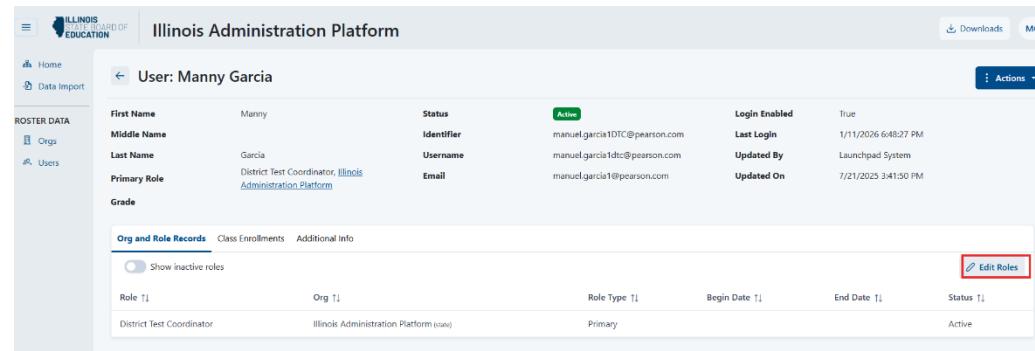
The screenshot shows the Illinois Administration Platform's user profile for 'User: Manny Garcia'. The profile includes fields for First Name (Manny), Middle Name (Garcia), Last Name (District Test Coordinator), Primary Role (District Test Coordinator, Illinois Administration Platform), Status (Active), Identifier (manuel.garcia1DTC@pearson.com), Username (manuel.garcia1dtc@pearson.com), Email (manuel.garcia1@pearson.com), Login Enabled (True), Last Login (1/11/2026 5:43:00 PM), Updated By (Launchpad System), and Updated On (7/21/2025 3:41:50 PM). The 'Actions' dropdown menu is open, and the 'Deactivate User' option is highlighted with a red box.

Confirm deactivation. A pop-up window will appear. In this window, select "Deactivate Users" to confirm and complete the process.



The screenshot shows the Illinois Administration Platform's user profile for 'User: Manny Garcia' with a confirmation dialog box overlaid. The dialog box is titled 'Deactivate User' and contains the message: 'Any information linked to this user will be deactivated. Are you sure you want to deactivate this user?'. The 'Deactivate User' button is highlighted with a red box.

How to Edit a User: Follow the steps below.

Steps/Directions	Screenshot
<p>Log in to the Illinois Administration Platform. Once logged in, navigate to the "Users" section.</p>	
<p>Search for the user to be edited. Use the search function to locate the appropriate user. When you find the user, click either the arrow or the pencil icon next to their name to access their profile.</p>	
<p>In the user profile, click the "Edit Roles" button.</p>	

Click on the plus icon to add the new changes.

Illinois Administration Platform

User: Manny Garcia

Role	Org	Role Type
District Test Coordinator	Illinois Administration Platform (state)	Primary

Cancel Save Changes

Select the desired role and confirm the appropriate organization. If the change occurs within the same district, ensure that the role type is set to "Primary."

After confirming all selections are correct, find the incorrect role and click the trash can icon to remove it from the list.

Click the save button to finalize the updates to the user's roles.

Illinois Administration Platform

User: Manny Garcia

Role	Org	Role Type
District Test Coordinator	Illinois Administration Platform (state)	Primary

Select Role Select an Organization Primary Secondary

Cancel Save Changes