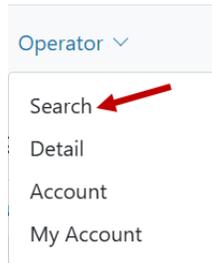


KinderConnect – Inactivate Operator Account

If an **Operator** has duplicate records or no longer works at the location, their account should be set to inactive.

Note: Only CCMS providers can perform this action.

A Click **Search** under **Operator**.



Operator ▾

- Search ←
- Detail
- Account
- My Account

B Enter your search criteria.

Operator Search

Provider:	ABC 123 ELMO CENTER (P000131234) ▾
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Region:	Arizona ▾
Operator Type:	Select All ▾
Status:	Select All ▾
Use Phonetic Matching:	<input type="checkbox"/>
MFA Exempt:	Select All ▾

C Press **Search**.

D Click on the Operator's name to navigate to the corresponding Operator Detail page.

Search Results 1 Result Found

Name ↕	County ↕	Type ↕	Status ↕	Phone ↕	Providers ↕	Account
Doe, Jane ←	Arizona	Provider Administrator	Active	(480) 123-1234	ABC 123 ELMO CENTER (P00013012345)	Account

E Check the **Inactive** checkbox.

First Name: *	<input type="text" value="Jane"/>	
Middle Name:	<input type="text"/>	
Last Name: *	<input type="text" value="Doe"/>	
Email: *	<input type="text" value="abc123elmocenter@gmail.com"/>	<input type="button" value="Update Email"/>
Phone Number:	<input type="text" value="(480) 123-1234"/>	
SMS Phone Number:	<input type="text"/>	
Operator Type: *	Provider Administrator ▾	
Region: *	Arizona ▾	
Foreign Key:	<input type="text"/>	
Inactive:	<input checked="" type="checkbox"/> ←	
Is Single Sign On:	<input type="checkbox"/>	
Providers: *	<input type="button" value="Add Provider"/>	

Provider Name	County	Delete
ABC 123 ELMO CENTER (P0001312345)	Arizona	Delete

F Press **Save**.