

Quick guide

Removing user access

The HE Gateway gives users access to student information. If a user no longer needs access to the system, the User Administrator must remove it. This may be because a staff member's responsibilities have changed, they have moved to another job role, or have left the organisation.

Access

To expire user accounts you must hold User Administrator access on the HE Gateway. We set this up when a university or college initially joins the service.

Expiring user accounts

Once a user's account is expired, their records cannot be amended or reinstated.

- 1) To begin administering users, select **User Administration** from the **HE Gateway Home** page.

If you only have access to a single user group, the **Users List** will appear. If you have access to more than one user group, you must select the user group to display the corresponding **Users List**.

- 2) From the **Users List**, select **Edit** to display the **Profile** screen, then select **Expire Account**.
 - 3) The **Confirm Details** screen will appear. Select **Submit** in the bottom right of the screen to expire the user account. You will be returned to the **User Administration** screen.
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