

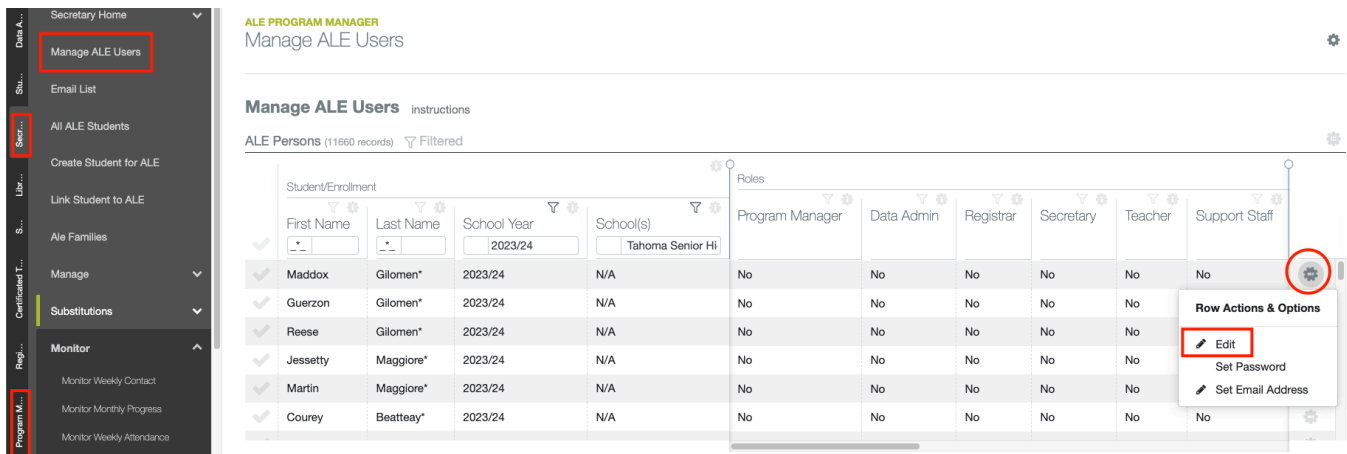
ALE Program Manager/Secretary: Deactivating School Support Staff V2

Deactivating a School Support Staff member removes them from Staff selectors and their access to the Role without requiring role-dependent data to be removed. Taking the “deactivation” action affects the following items:

- Inactive Support Staff cannot access any pages under the Support Staff Role.
- They will not show in any of the Support Staff Selectors.
- They will continue to appear in various interfaces and reports associated with students, but will be marked as **inactive**.

Roles: Program Manager, Secretary

1. Click **Manage ALE Users** in the left-hand navigation menu.
2. Find the **School Support Staff** you want to deactivate in the table.
3. Click the **Row Actions & Options** gear for the individual and choose **Edit**.



ALE PROGRAM MANAGER
Manage ALE Users

Manage ALE Users instructions

ALE Persons (11660 records) Filtered

Student/Enrollment				Roles					
First Name	Last Name	School Year	School(s)	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff
Maddox	Gilomen*	2023/24	N/A	No	No	No	No	No	No
Guerzon	Gilomen*	2023/24	N/A	No	No	No	No	No	No
Reese	Gilomen*	2023/24	N/A	No	No	No	No	No	No
Jesetty	Maggiore*	2023/24	N/A	No	No	No	No	No	No
Martin	Maggiore*	2023/24	N/A	No	No	No	No	No	No
Courey	Beatteay*	2023/24	N/A	No	No	No	No	No	No

Row Actions & Options

- Edit
- Set Password
- Set Email Address

4. In the resulting form, uncheck **Is Staff** and click **OK** at the top right. If this individual has additional roles in the ALE Application, they will remain in this table. They will no longer appear in this table if they have no other roles.

Manage Person

People (required) Select

Roles

- Is Program Manager
- Is Data Admin
- Is Registrar
- Is Teacher
- Is Staff
- Is Secretary
- Is Librarian
- Is Parent
- Is Student

N/A Yes Yes