## Guide to re-activate an old User

Only available for CPMT Chair and CSA Coordinator

If a User is not see on the CSA Contact / Roster then that User was deactivated, either by the locality or by system (if the User has NOT logged in to the system for a year).

To re-activate the existing Users who are no longer seen on the CSA Roster

- 1. Login to Account Management System under Applications on the CSA website's home page.
- 2. If you don't remember your password. Click on the Reset / Forgot Password link below the Create New Account Button. Then follow instructions on screen and email.
- 3. After successful Login. Click on Edit/Update Users tab (This tab is only active for Local Approver's i.e. CPMT Chair and CSA Coordinator)
- 4. Local Approver's have the Edit/Update User tab. This tab will display list of all active Users in the locality.

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count Management Syste	m - OCS State Off	ice (200) Logout								
My Approvals Register	Jser Edit Profile	Edit/Update Users	Activate Users Ap	prover ToolKit	GFD Admin					
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Agency/Locality /System:*	Albemarle -	3 ~		Role:	Select Role			~		
Name										
Address:				City:						
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Show deleted/deactive	ited users									
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Agency/Locality/Provid	er N	lame	Phone	Email		1	2	3		
Albemarle (003)	Je	nnifer Wells 4	34-972-4011 X 3836	jwells2@albe	marle.org	Q	_0	1	P 1	ā
Albemarle (003)	K	evin Wasilewski 4	34-872-4522	kwasilewski@	albemarle.org	Q	_0	<b>b</b>	۶ ،	8
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Albemarle (003)	Ta	mmy Critzer 4	34-872-4531	tcritzer@albe	marle.org	Q	_0	Ŵ	<i>P</i> 1	8

 Click on the check box "Show deleted/deactivated users" and click on the Search button. The screen will display a list of deleted/deactivated Users for locality

My Approvals	Register User	Edit Profile	Edit/Update Users	Activate Users Approver	ToolKit SFD	Admin
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Agency/Loca	ality/Provider	Nam Ann M	<b>e</b> lurray	Phone 434-970-3200	Email MurrayA@c	harlottesville.org Q
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## 6. The Edit (Pencil icon) is used to Edit the details of a User. The follow screen is displayed

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Home	About <del>-</del>	Parents & Families+	Local Government+	Resources <del>-</del>	Statistics and Publications -	Co	ontacts <del>-</del>		
Address Line 1:*									
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Albemarle (003)	Fisc	al Agent	434-296-5853 X 313	2 cbabe	r4@albemarle.org	Q	_0		
Albemarle (003)		ORS CSA - Preparer	434-872-4533	clewis	@albemarle.org	Q	_0		
Albemarle (003)		DRS T4E - Preparer	434-872-4533	clewis	s@albemarle.org	0	ñ		

- a. Scroll down and add User roles by clicking on the th check box beside the Role name.
- b. Check mark all roles needed

- c. Click outside the Role Box
- d. Click on the Update button
- e. The following pop-up box is displayed



- f. Click on OK button
- 7. Approval notification email is sent to Locality's CSA Coordinator or CPMT Chair depending on the Role.
- 8. The CSA Coordinator or CPMT Chair now Click on My Approvals tab
- 9. Click on the Review (Notes icon)
- 10. On the popup screen click on the Approve Button

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			User Details	;		×			
Account Manageme	nt System -	OCS Stat							
My Approvals	Register User	Edit	Name: Amy Ford	Age	ncy: County of Acc	omack			
My Approvals			Phone: 757-787-5737	Ext:	:				
Locality/Agency	,	Name	Fax: 757-787-2468 Email: aford@co.accor Address: 23296 Court	mack.va.us house Ave Accomac V/	A 23301		iil		
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