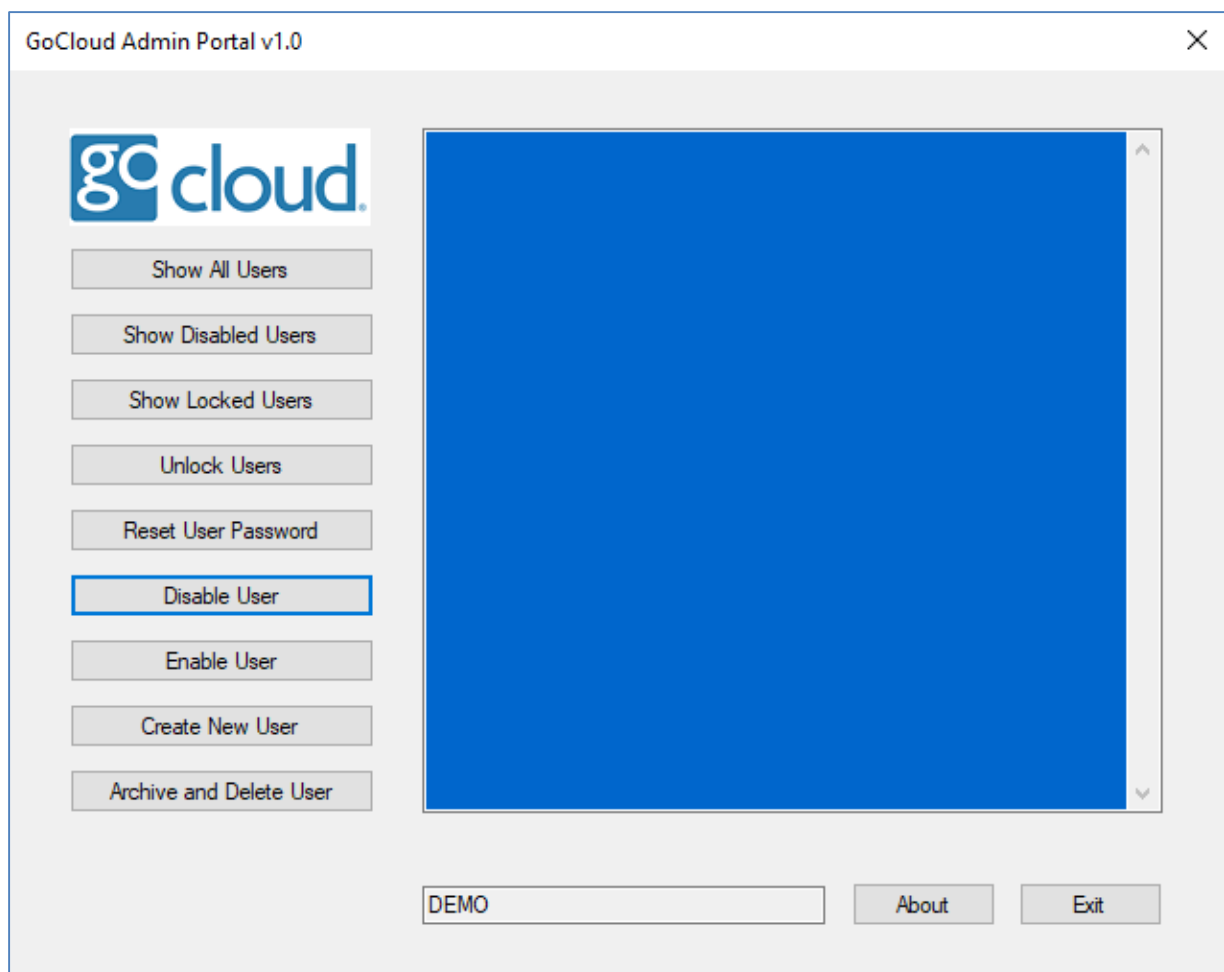




Disabling a User

If you have a user leave the company or if you no longer want a user to have the ability to log on then you can disable them using the “GoCloud Admin Portal” program.

Open the “GoCloud Admin Portal” program from the desktop, select “Disable User”.



The disable user screen will appear and request that you type in the username of the user you would like to disable.

You can click back into the “GoCloud Admin Portal” program and select “Show All Users” to display these usernames (also named samaccountname).

```
enter username (samaccountname) to disable: stevej  
waiting for 1_seconds, press a key to continue ...
```

After entering the username, press any key to continue and to finish the action.

If you need to re-enable the user, go back into the “GoCloud Admin Portal”, select “Enable User” and enter the username.