



Workflow: How to Deactivate Students

This workflow shows how an admin user of Aztec Software can deactivate students in their Aztec Software client program.

8 Steps [View on Tango](#)

Created by
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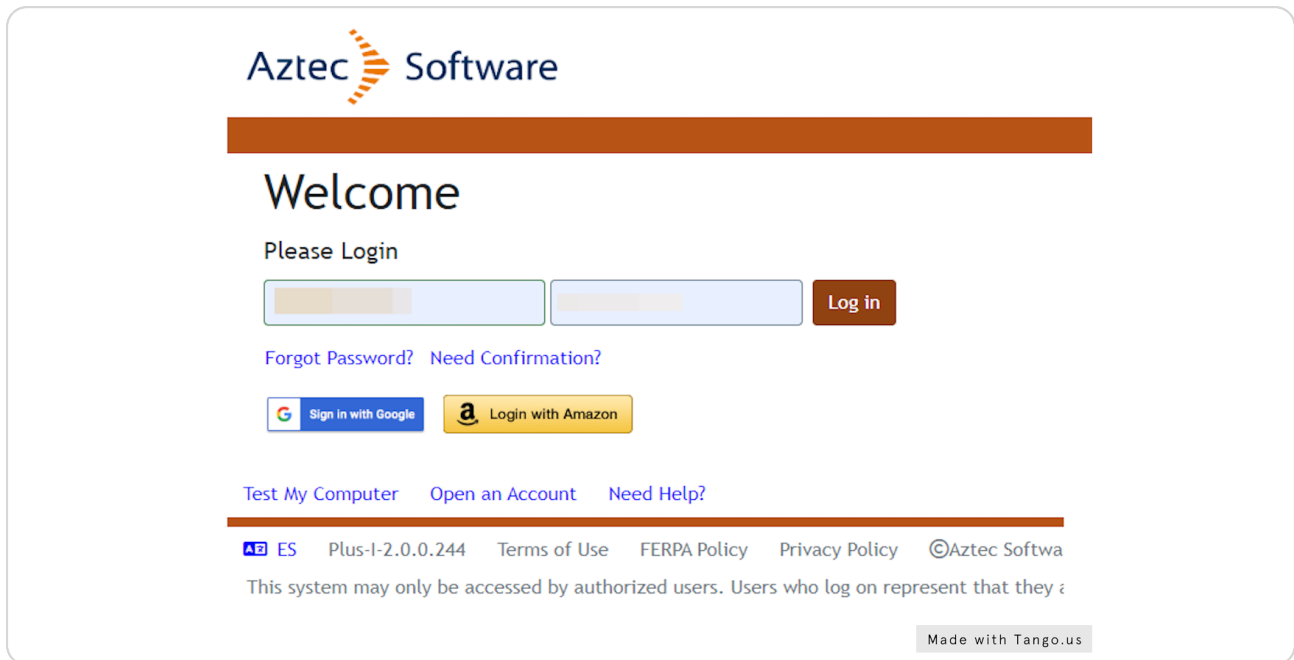
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January 16, 2023

STEP 1

Go to Aztec Software website and login.

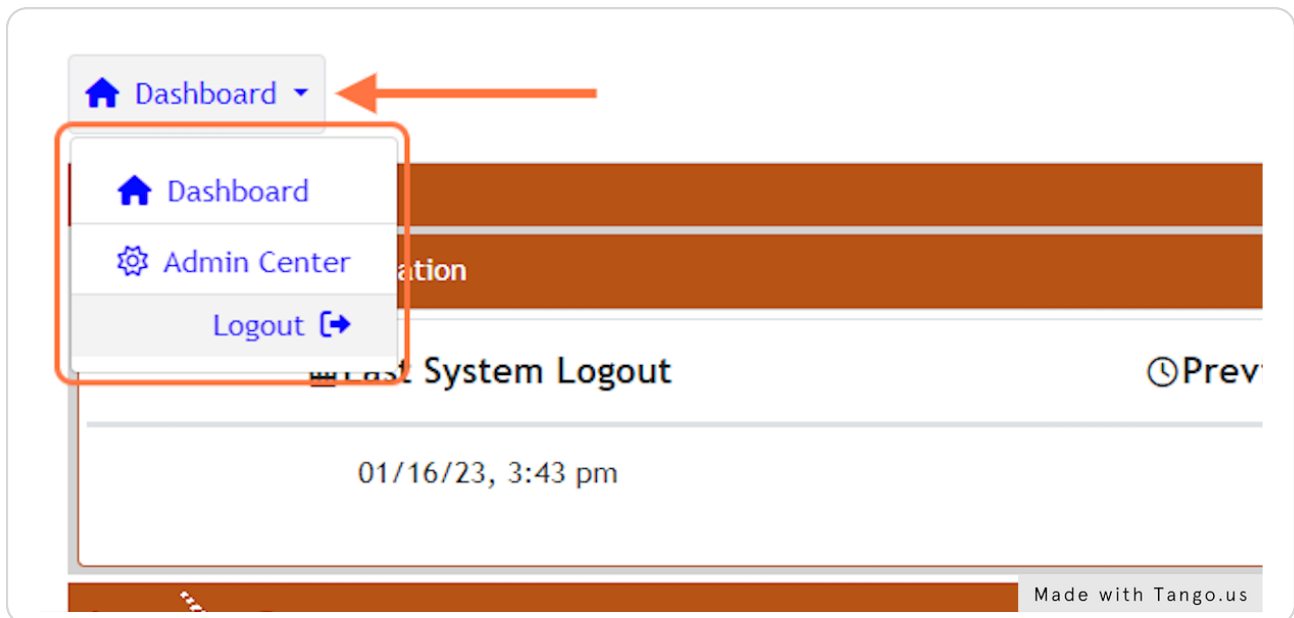
Please type using your Administrator's username and password & then click Log In button.



The image shows the Aztec Software login page. At the top, the logo "Aztec Software" is displayed with an orange arrow icon. Below the logo is a large orange horizontal bar. The word "Welcome" is centered below the bar. Underneath, the text "Please Login" is followed by two input fields for username and password, and a "Log in" button. Below the input fields are links for "Forgot Password?" and "Need Confirmation?". Further down are "Sign in with Google" and "Login with Amazon" buttons. At the bottom, there are links for "Test My Computer", "Open an Account", and "Need Help?". A footer section contains links for "ES", "Plus-I-2.0.0.244", "Terms of Use", "FERPA Policy", "Privacy Policy", and "©Aztec Softwa". A disclaimer states: "This system may only be accessed by authorized users. Users who log on represent that they a". A "Made with Tango.us" watermark is visible in the bottom right corner.

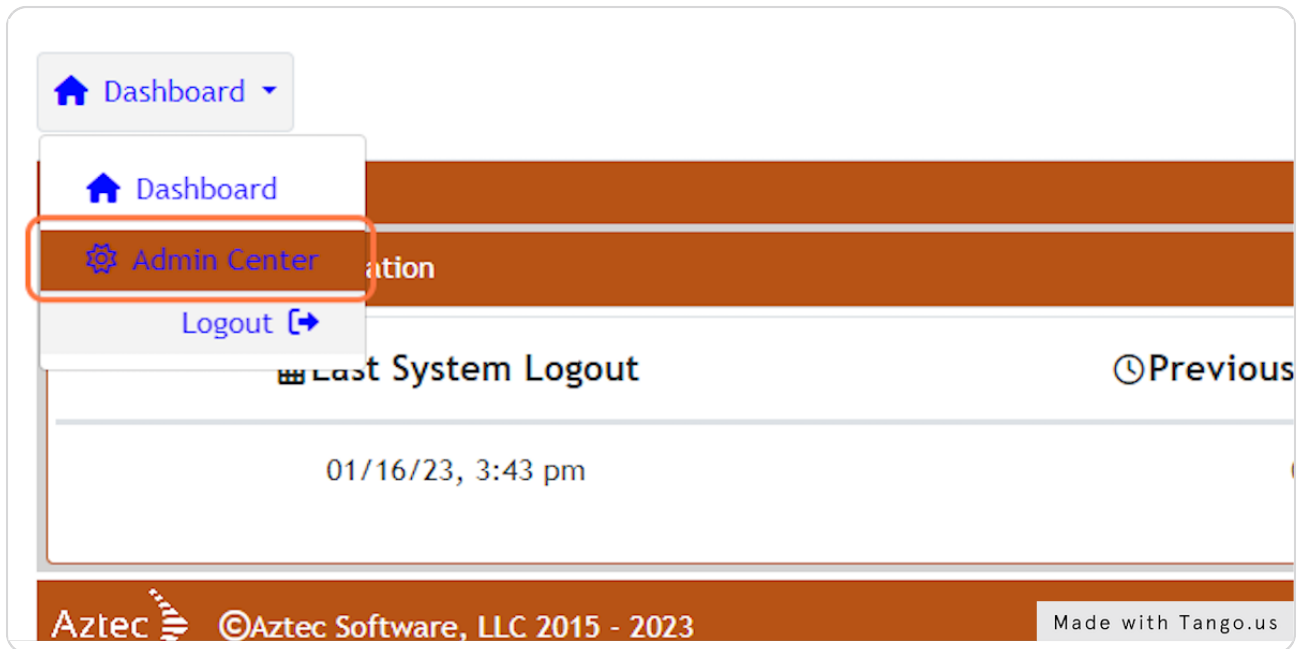
STEP 2

Click on Dashboard to show the menu.



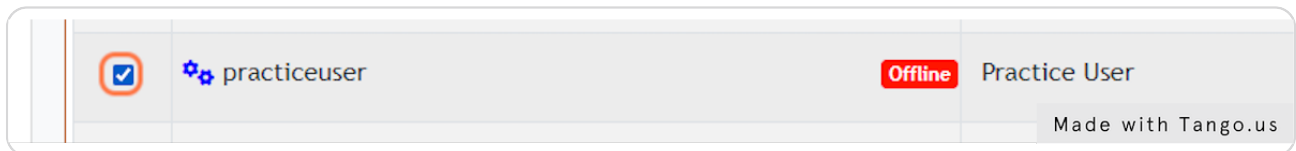
STEP 3

Then, click on Admin Center.



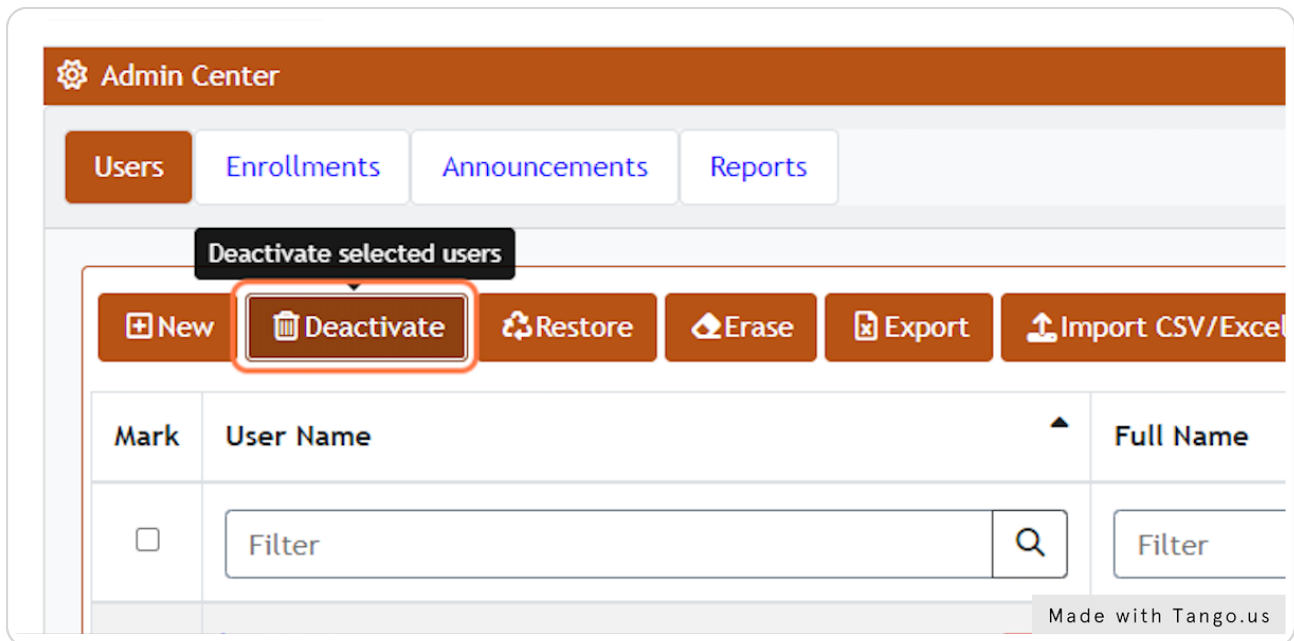
STEP 4

Click the checkbox next to the user you wish to deactivate.



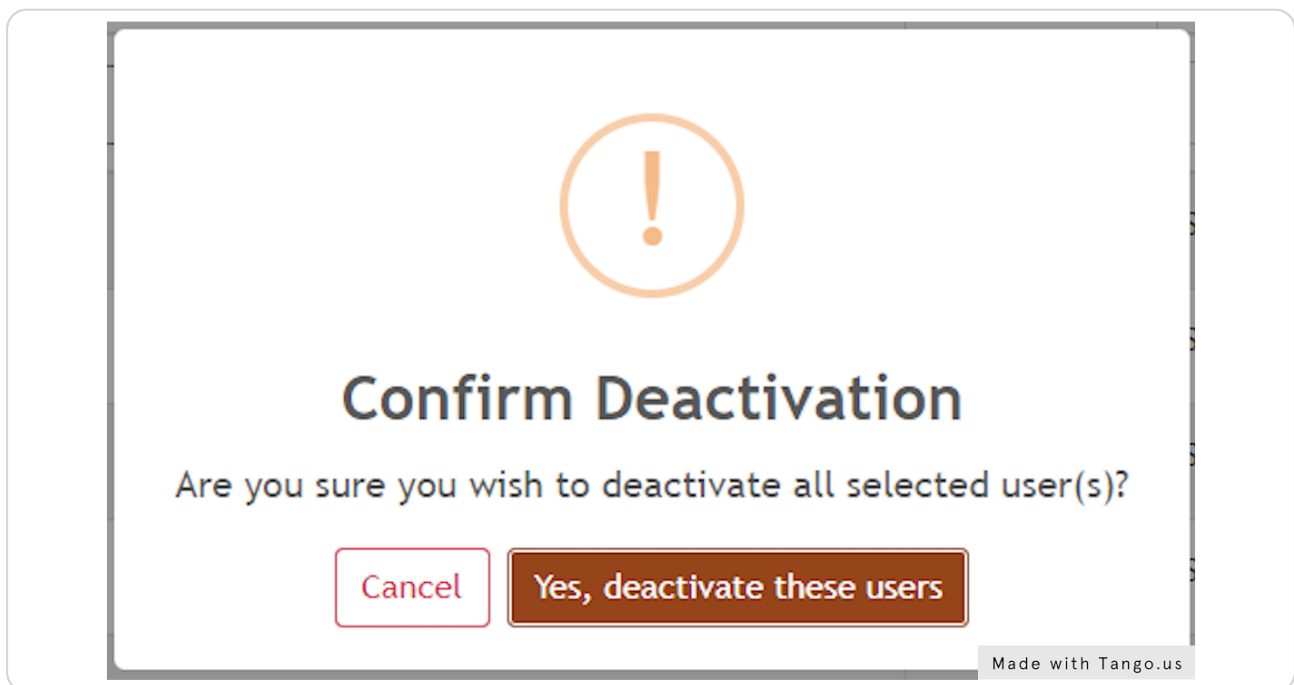
STEP 5

Then, click on the Deactivate button in the navigation bar.



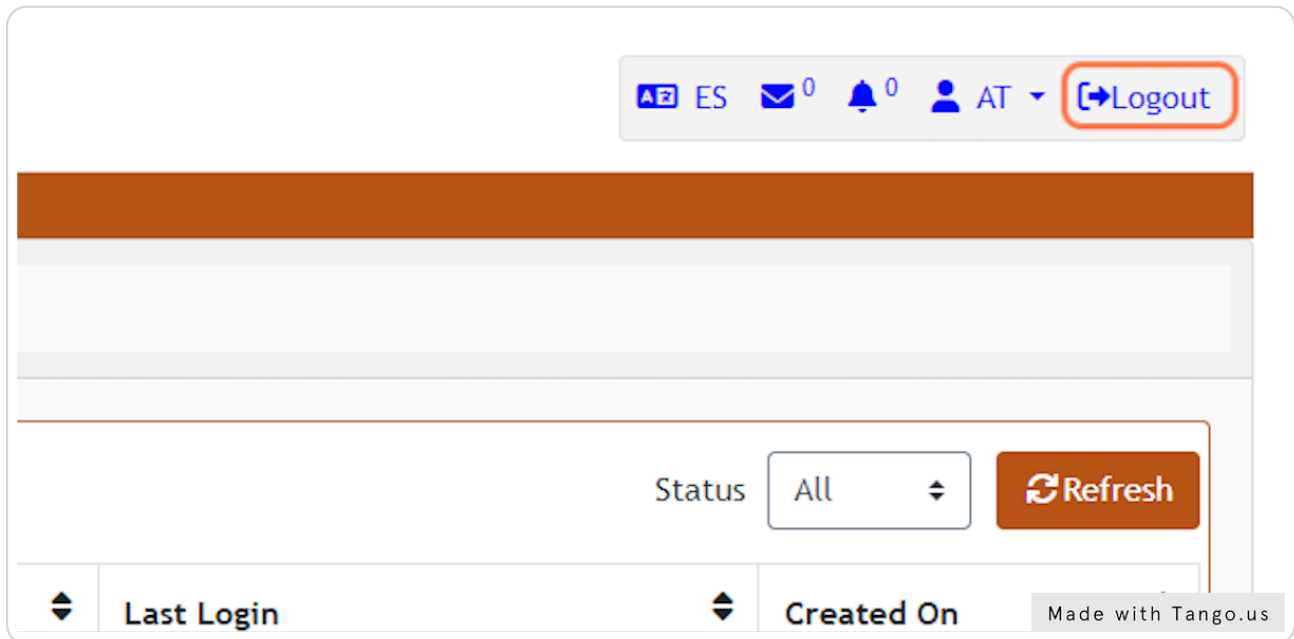
STEP 6

Click on Yes, deactivate these users to confirm deactivation.



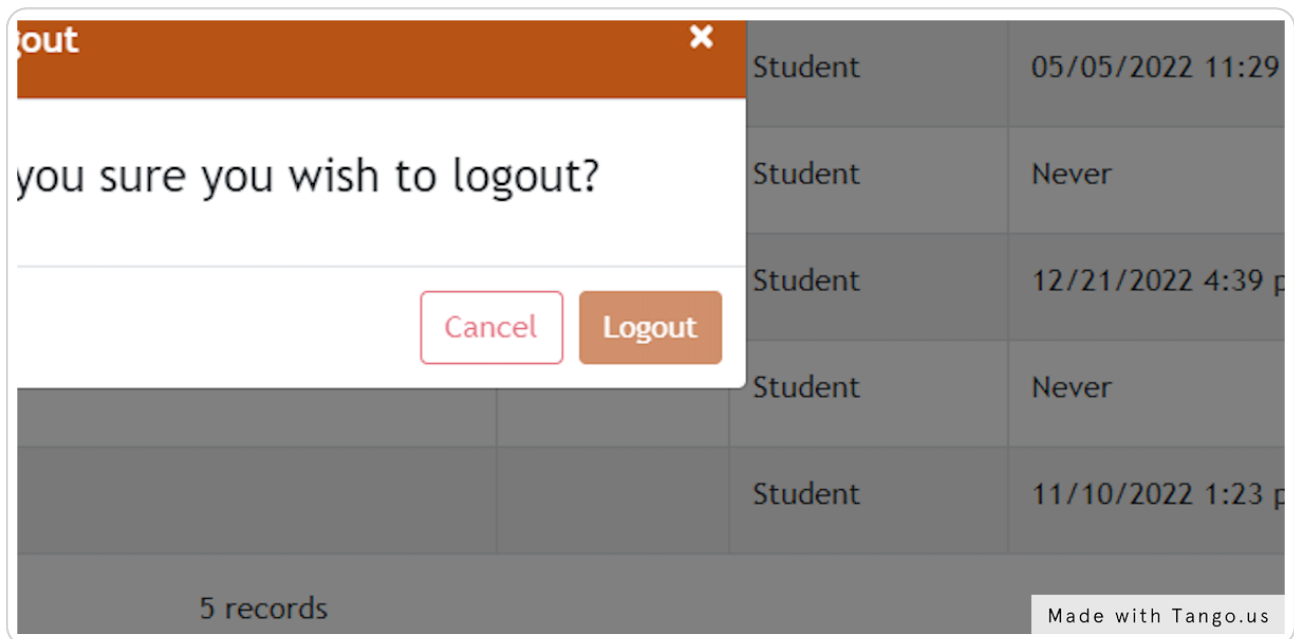
STEP 7

Once you have deactivated the student, click Logout in the top right hand corner.



STEP 8

Click on Logout to confirm you are sure you wish to logout.



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