



Workflow: How to Restore Student Accounts

This document is a workflow that explains how to restore student accounts in the Aztec Software.

4 Steps [View most recent version on Tango](#) 

Created by
Tiffany Lee

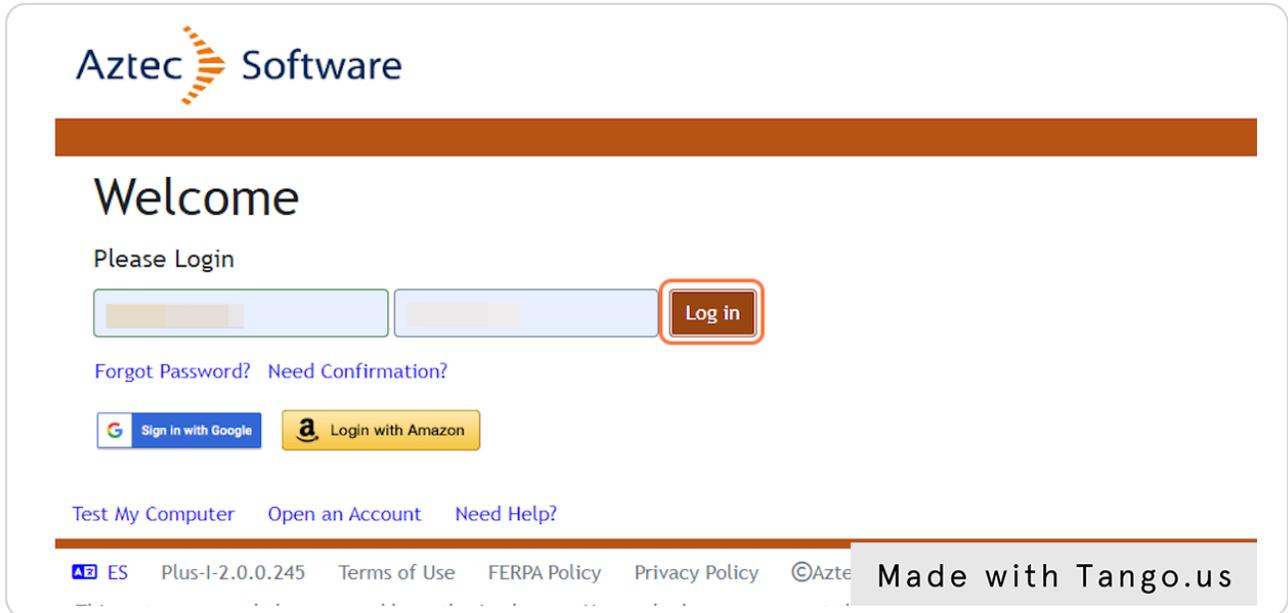
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STEP 1

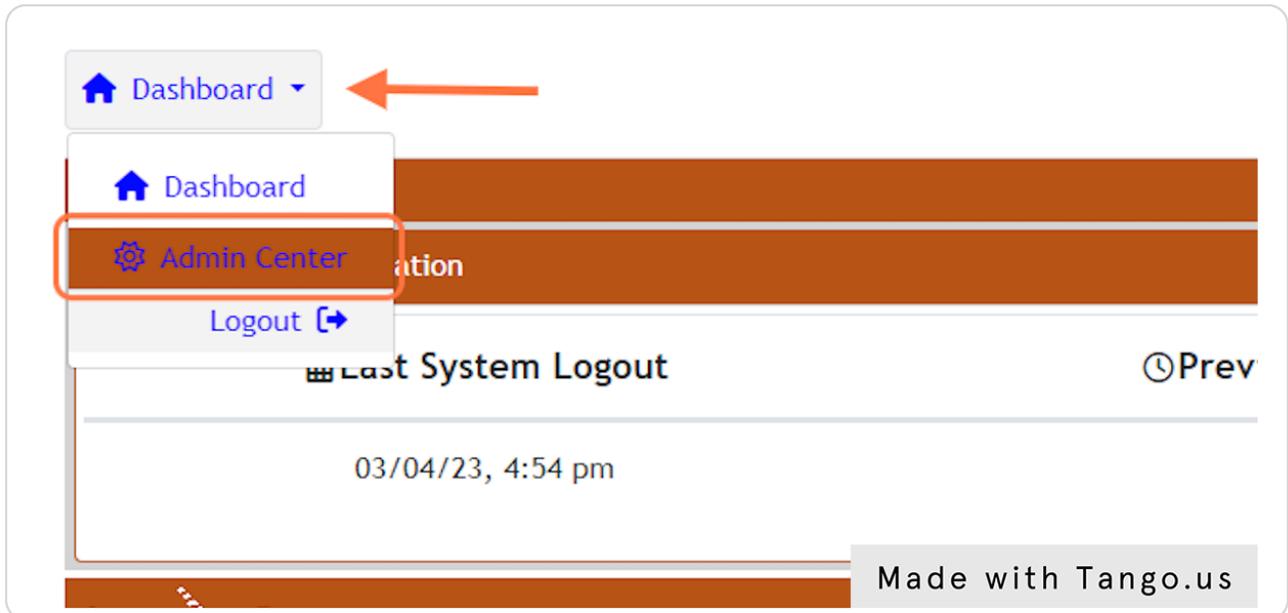
Go to Aztec Software website and login

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



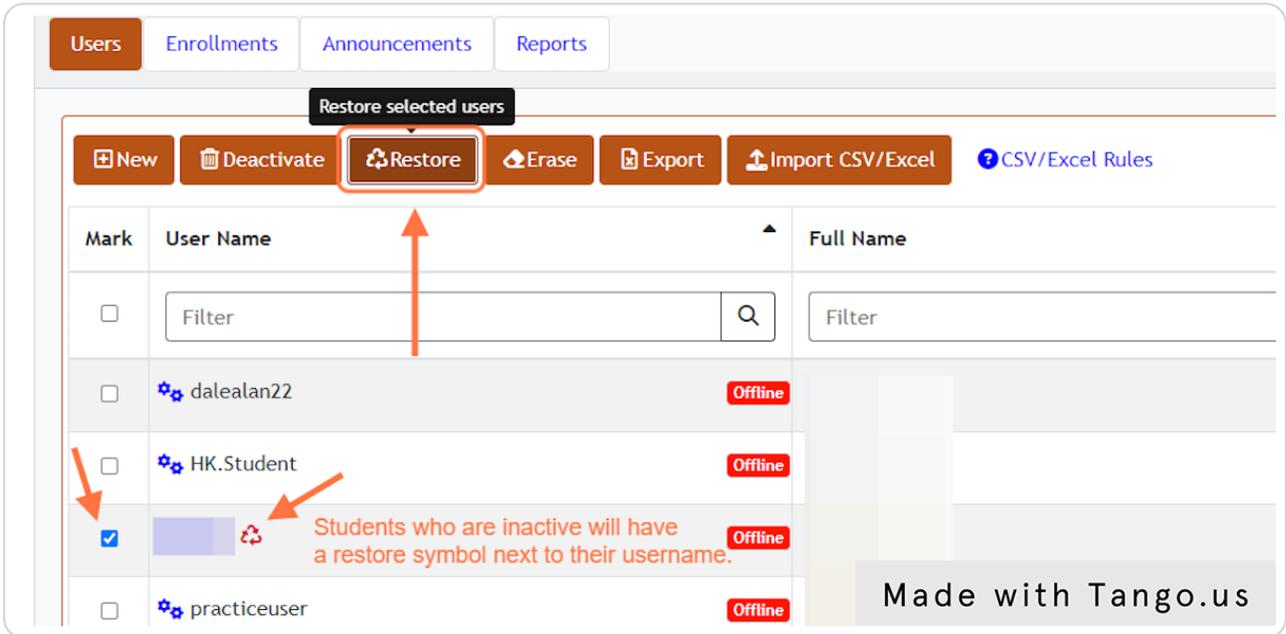
STEP 2

Click on Dashboard to show the menu & then click on Admin Center



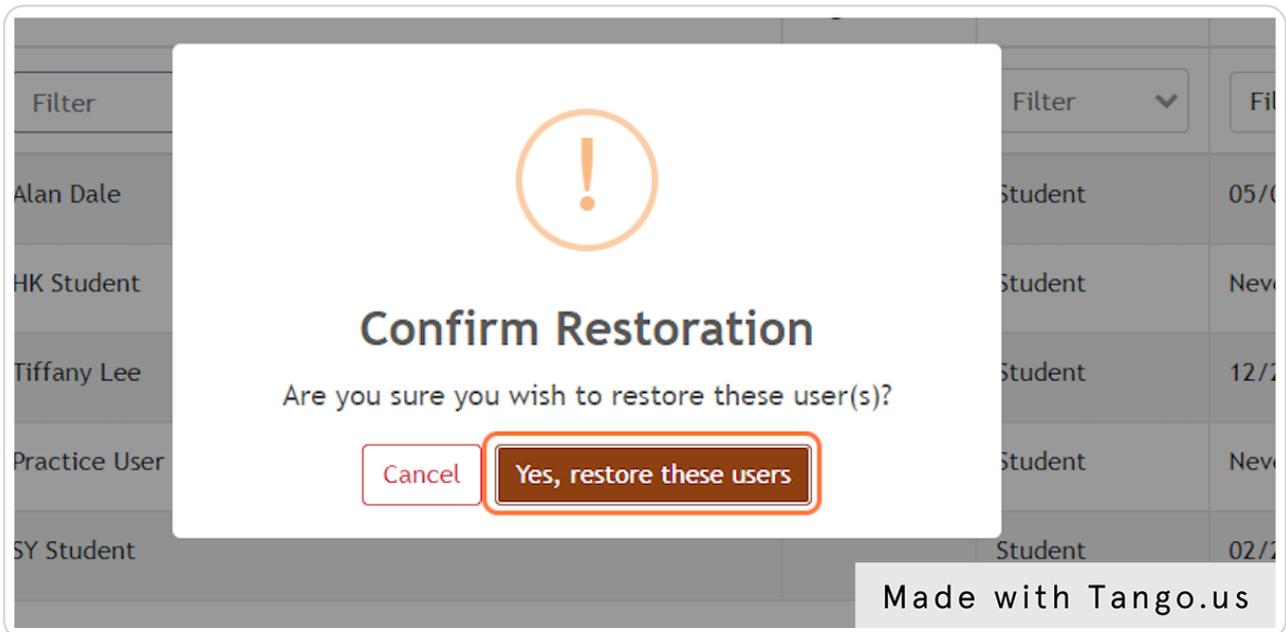
STEP 3

Check the box next to the student you wish to Restore or Reactivate then click on the Restore button in order to make the account active again.



STEP 4

Confirm Restoration by clicking on "Yes, restore these users."



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