



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](#) 

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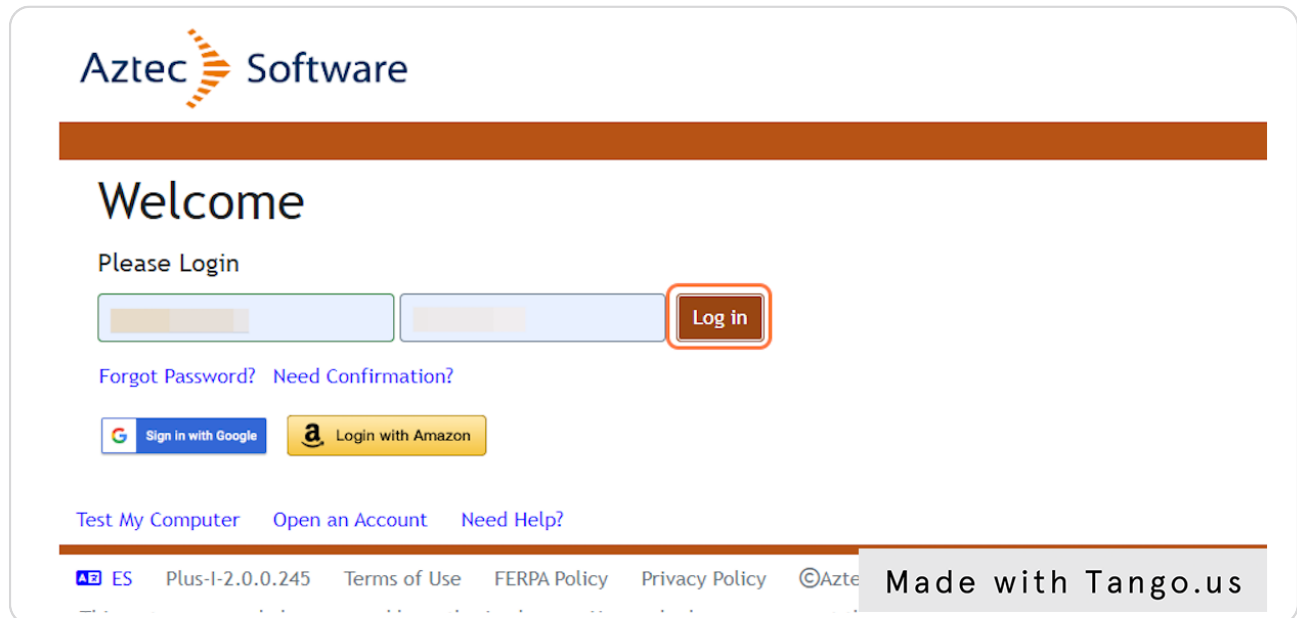
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STEP 1

Go to Aztec Software website and login

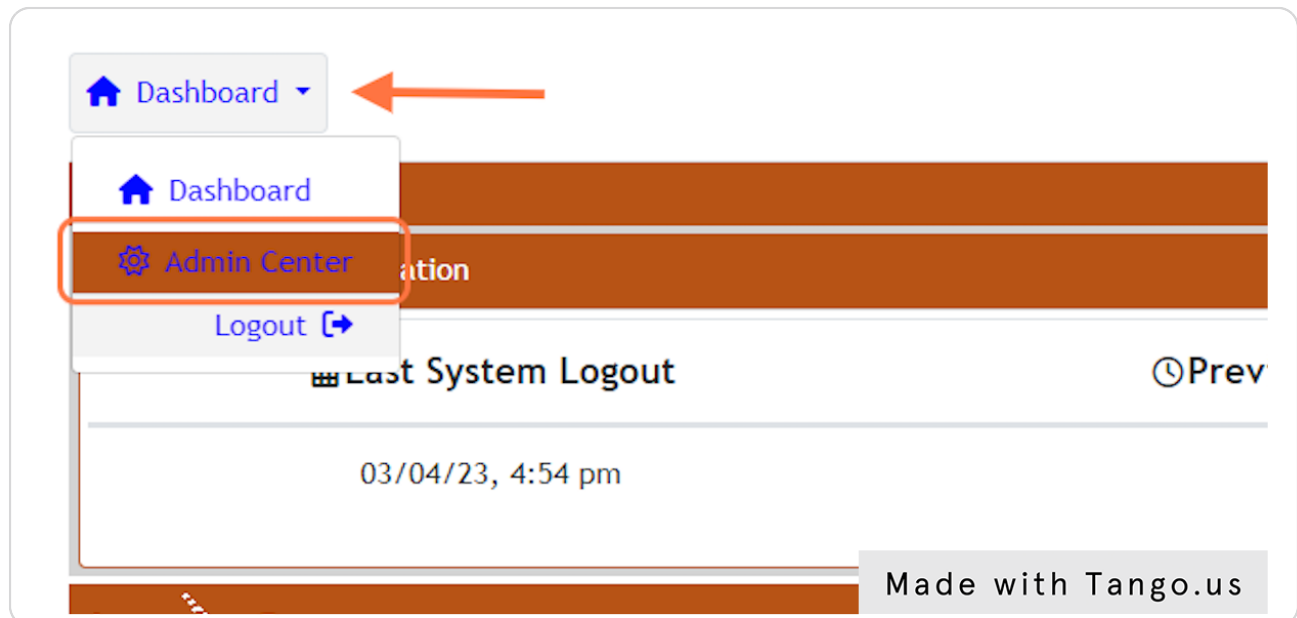
Please type using your Administrator's username and password & then click the Log In button.



The screenshot shows the Aztec Software login page. At the top is the Aztec Software logo. Below it is a large orange bar. The word "Welcome" is displayed in a large font. Underneath, it says "Please Login". There are two input fields for username and password, followed by a "Log in" button which is highlighted with a red rectangle. Below the input fields are links for "Forgot Password?" and "Need Confirmation?". There are also buttons for "Sign in with Google" and "Login with Amazon". At the bottom, there are links for "Test My Computer", "Open an Account", and "Need Help?". A footer bar contains links for "ES", "Plus-I-2.0.0.245", "Terms of Use", "FERPA Policy", "Privacy Policy", and "©Aztec". A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 2

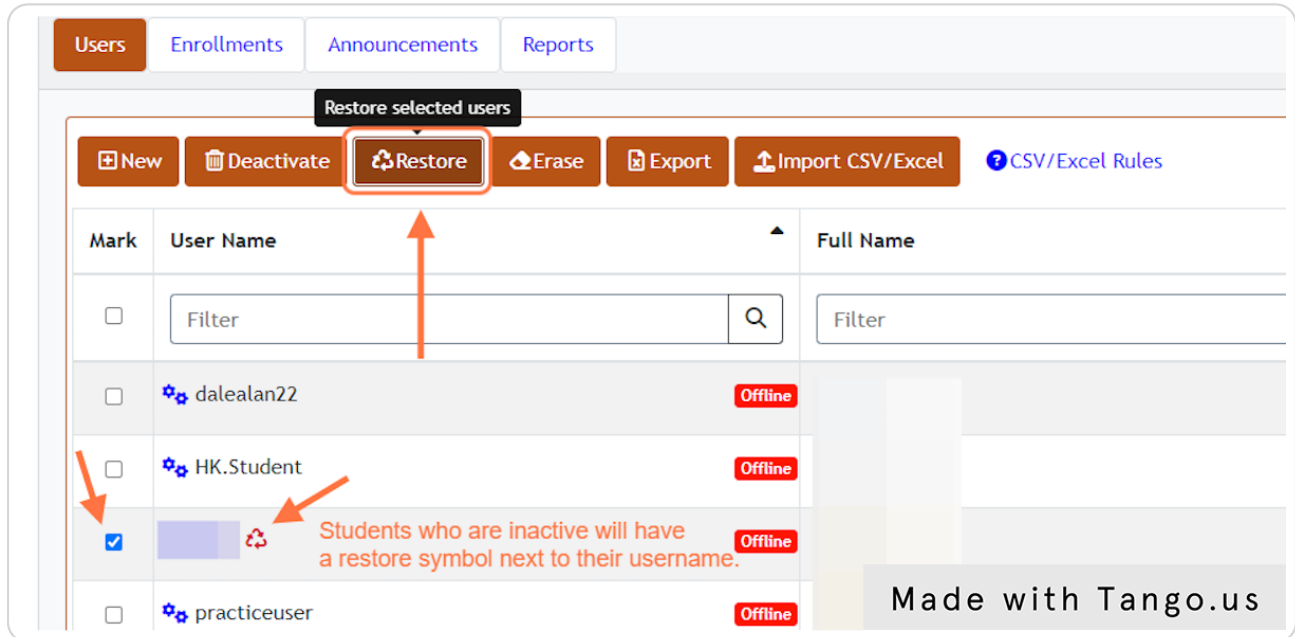
Click on Dashboard to show the menu & then click on Admin Center



The screenshot shows the dashboard menu. A dropdown menu is open, showing options: "Dashboard" (with a house icon), "Admin Center" (with a gear icon and highlighted by a red rectangle), and "Logout" (with a right arrow icon). An orange arrow points to the "Dashboard" option in the dropdown. Below the dropdown, there is a "Last System Logout" section with a clock icon and the text "Prev". The date and time "03/04/23, 4:54 pm" are displayed. A "Made with Tango.us" watermark is visible in the bottom right corner.

STEP 3

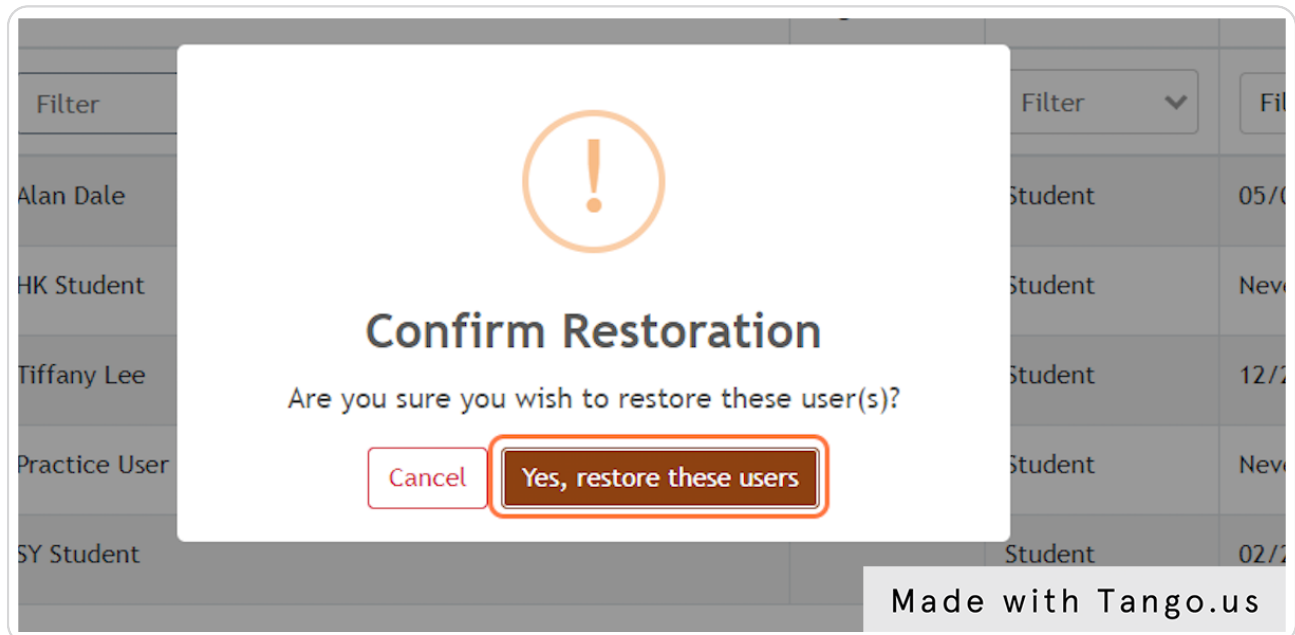
Check the box next to the student you wish to Restore or Reactivate then click on the Restore button in order to make the account active again.



The screenshot shows the 'Users' management interface. At the top, there are tabs for 'Users', 'Enrollments', 'Announcements', and 'Reports'. Below the tabs, there is a 'Restore selected users' button. A table lists users with columns for 'Mark', 'User Name', and 'Full Name'. The 'Mark' column contains checkboxes. The 'User Name' column contains usernames like 'dalealan22', 'HK.Student', and 'practiceuser'. The 'Full Name' column contains full names. A red arrow points to the 'Restore' button. Another red arrow points to the checkbox next to 'HK.Student'. A text box says: 'Students who are inactive will have a restore symbol next to their username.' The 'Offline' status is shown for each user. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 4

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



The screenshot shows a 'Confirm Restoration' dialog box. It has a large orange exclamation mark icon at the top. Below the icon, the text reads 'Confirm Restoration' and 'Are you sure you wish to restore these user(s)?'. At the bottom, there are two buttons: 'Cancel' and 'Yes, restore these users'. The 'Yes, restore these users' button is highlighted with a red border. A watermark 'Made with Tango.us' is visible in the bottom right corner.

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