

Disabling Users

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

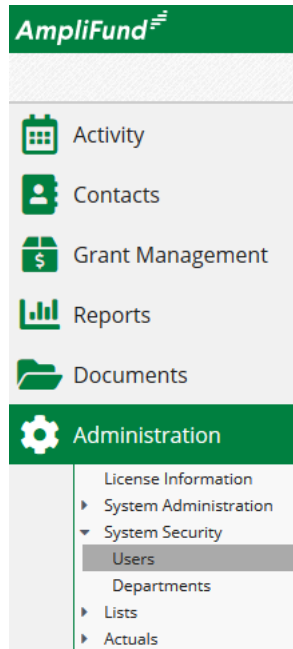
NOTE: It is the Organization's responsibility to maintain their account Users.

Who can disable other users?









You must have a Security Role of **Organizational Admin** to disable users.

How to disable users

Click on the Administration (left navigation) > System Security > Users



Click the edit pencil on the user you want to disable.

Display Name ▲		Role
Jerry Gergich	   	Department User (No Salary)
John Doe	   	Organizational Admin / Account Owner


Scroll to the bottom of the page.


Keep the **Staff Record Information** Status to 'Enable'.

Change the **User Record Information** Status to 'Disable'.

NOTE: You want to 'Disable' users, do not 'Delete' users.

Staff Record Information

Last Contacted 

Last Verified 

Unique Identifier

Status* ▼

User Record Information

User Identifier

Status* ▼

Click **Update**.