

Disabling User Accounts:

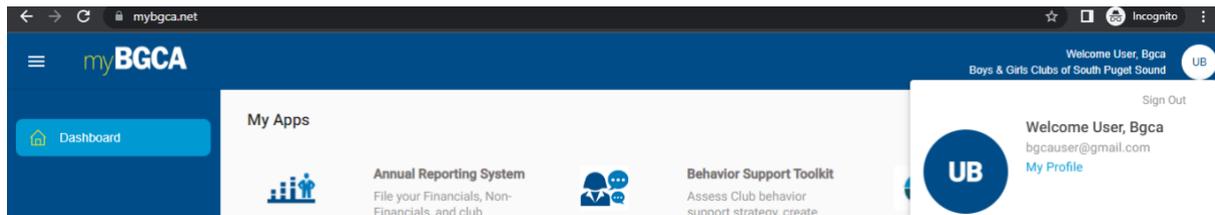
This document details about disabling mybgca.net user accounts,

As a User, we could disable our own user account if we no more require access to mybgca.net and its applications

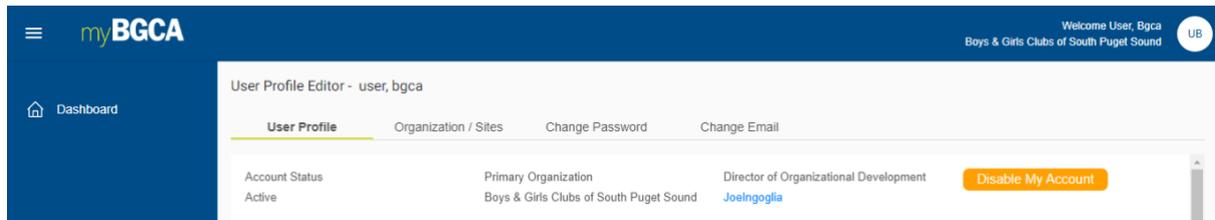
Steps:

Login to your mybgca.net user account from <https://www.mybgca.net/>

Go to My Profile by clicking on the right top corner picture icon next to the welcome name.



Click on the Orange button on the right with the text “Disable my account”



As a CEO of the Organization or Approver Delegate to the CEO:

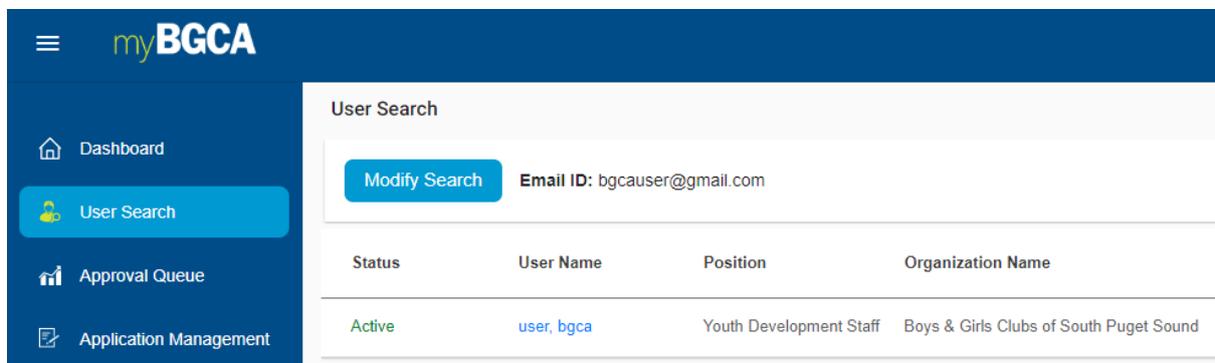
Members associated to the organization can be disabled.

Steps:

Login to your mybgca.net user account from <https://www.mybgca.net/>

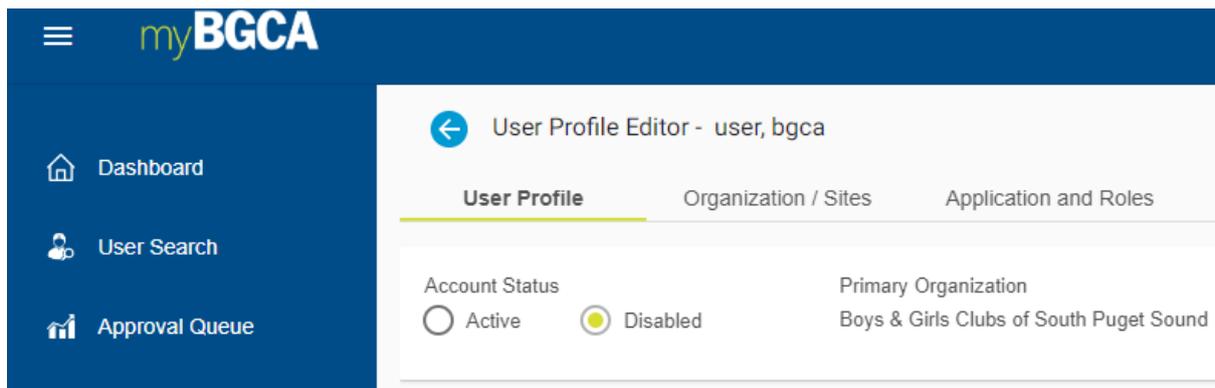
Navigate to User Search in the left menu (You shall see this if you are a CEO/approver delegate)

Search for the user with the name/email address



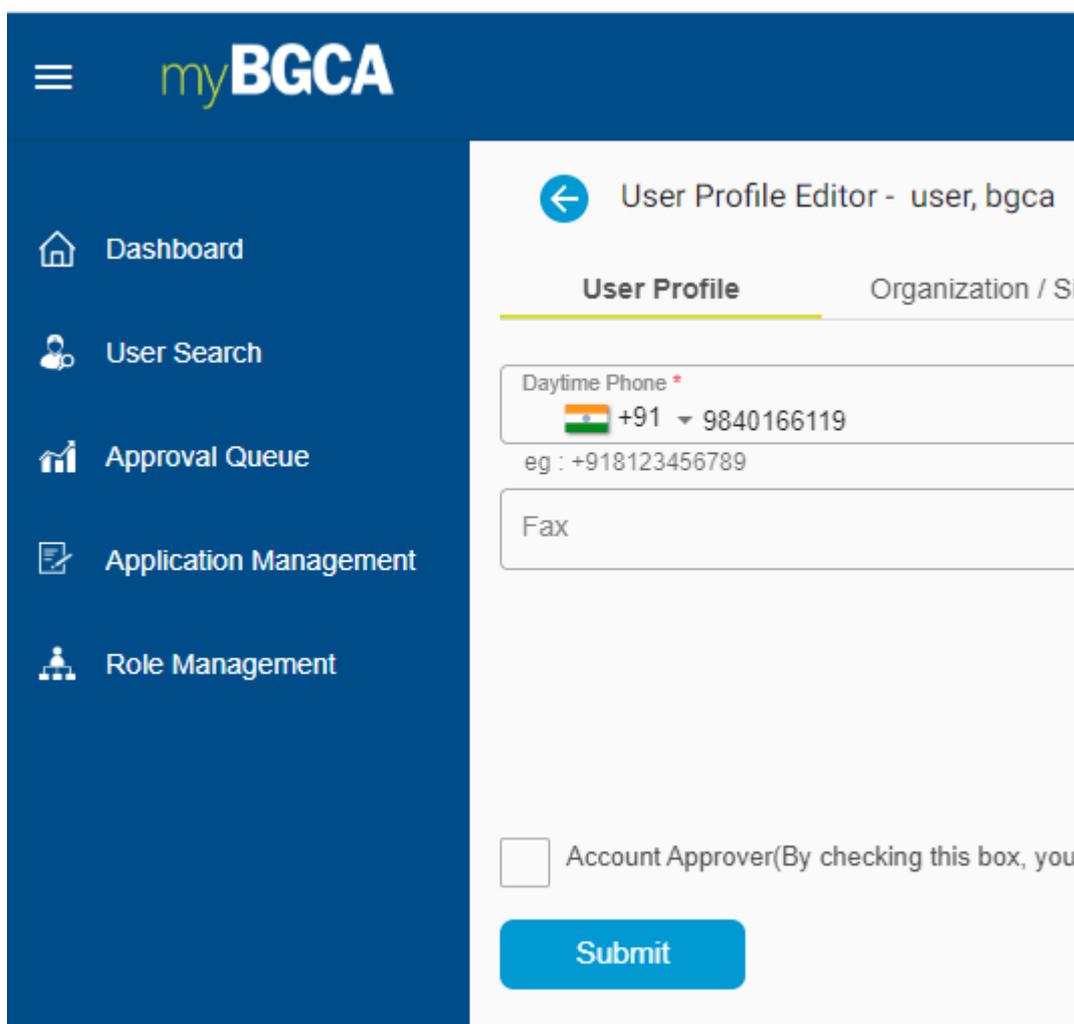
Click on the Username in the search result to get into the users profile

Update the Account status by selecting Disabled.



Go to the end of the profile page and click submit.

Kindly wait for the pop up in the right top corner to say that the profile is updated.



Disabling users is basically done to take off the access temporarily/immediately.

Primarily for the users who are shifting organization with in BGCA associations.

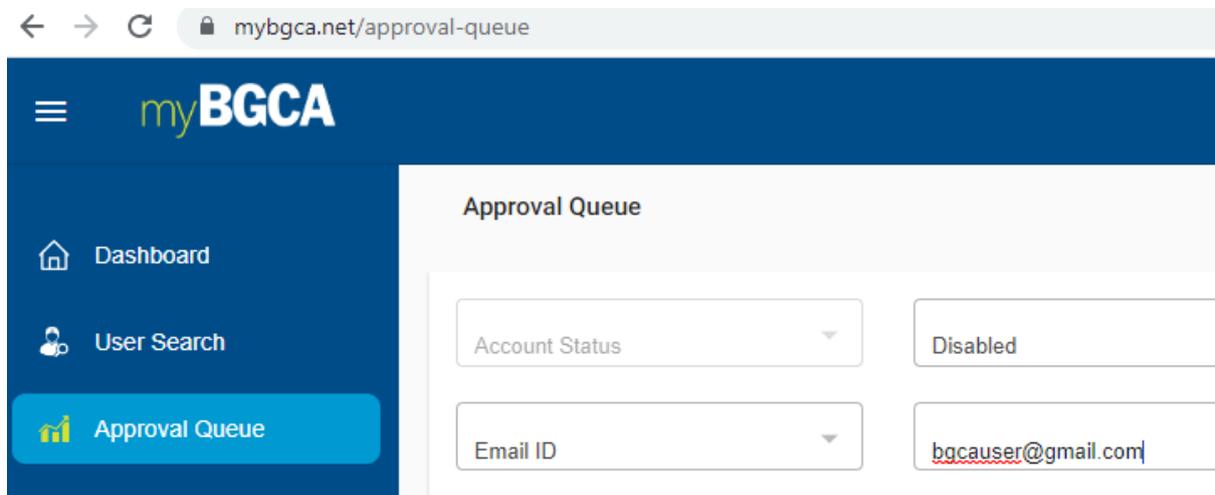
The user accounts will have to be marked for deletion for the users who are no more associated with BGCA, the current application allows a user to be marked for deletion only if they are disabled and so disabling the user is the preliminary step.

Steps for a user to be Marked for deletion:

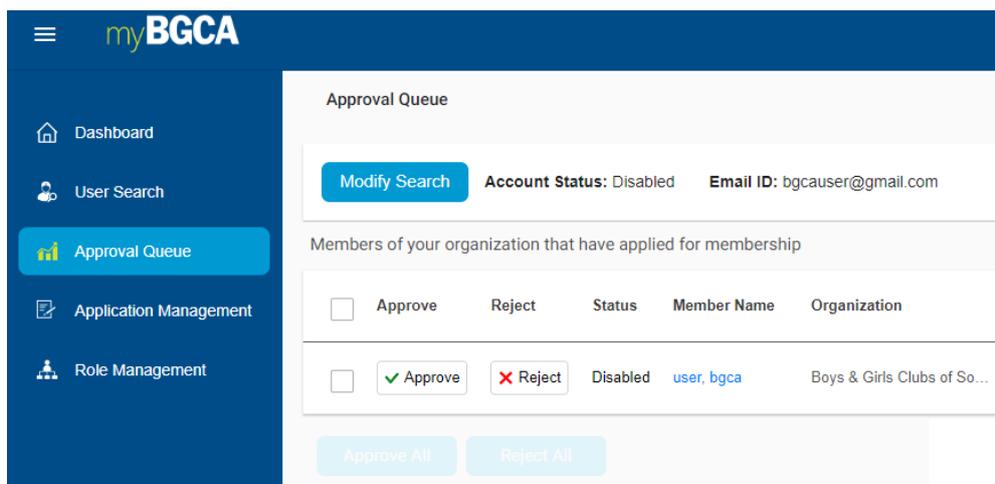
Login to your mybgca.net user account from <https://www.mybgca.net/>

Navigate to Approval Queue in the left menu (You shall see this if you are a CEO/approver delegate)

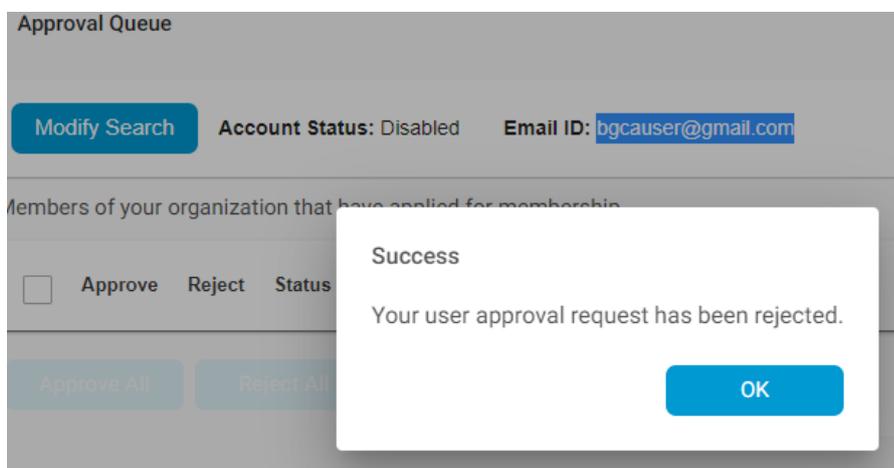
Search for the user with the Account Status as Disabled and name/email address of the user



Click Reject in the search result

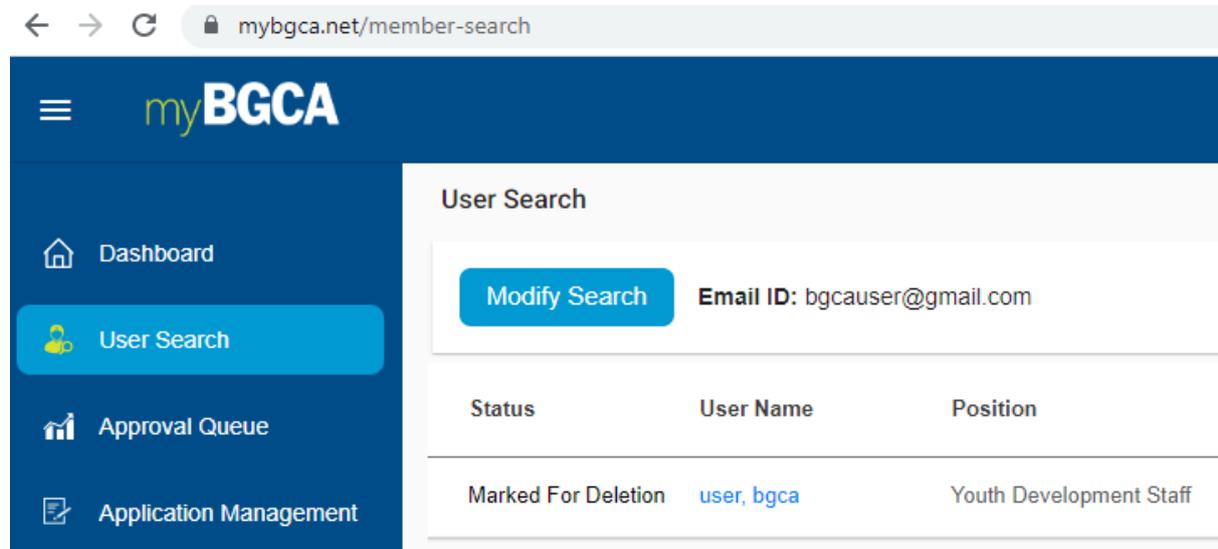


You shall be notified with a pop up; the account has been rejected



Click OK,

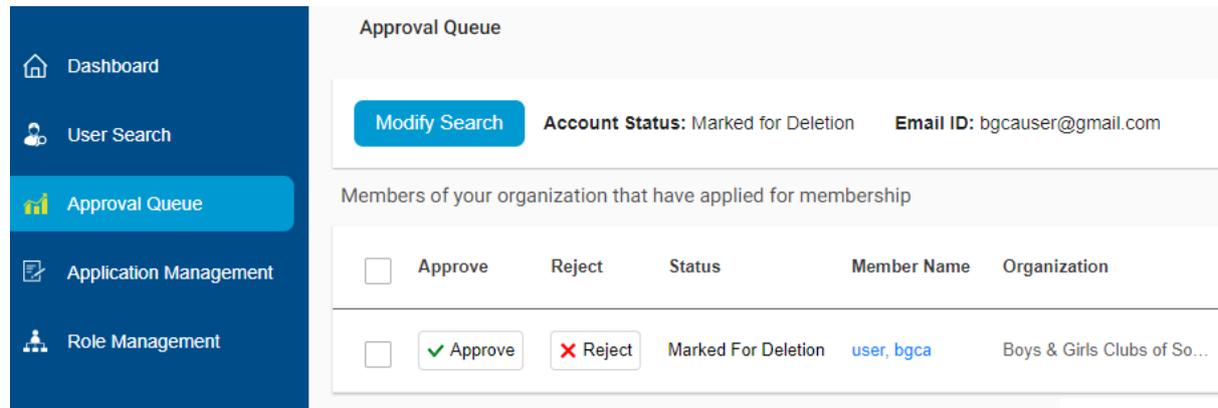
To Verify, Go to User Search to confirm that the user account has been marked for deletion.



The screenshot shows the myBGCA web application interface. The browser address bar displays "mybgca.net/member-search". The left sidebar contains navigation options: Dashboard, User Search (highlighted), Approval Queue, and Application Management. The main content area is titled "User Search" and features a "Modify Search" button and the text "Email ID: bgcauser@gmail.com". Below this is a table with columns for Status, User Name, and Position. A single row is visible with the status "Marked For Deletion", user name "user, bgca", and position "Youth Development Staff".

Status	User Name	Position
Marked For Deletion	user, bgca	Youth Development Staff

Marked for deletion and Disabled user accounts can be turned back to Active status by clicking approve from the approve queue page



The screenshot shows the myBGCA web application interface for the Approval Queue. The left sidebar contains navigation options: Dashboard, User Search, Approval Queue (highlighted), Application Management, and Role Management. The main content area is titled "Approval Queue" and features a "Modify Search" button and the text "Account Status: Marked for Deletion" and "Email ID: bgcauser@gmail.com". Below this is a section titled "Members of your organization that have applied for membership" with a table. The table has columns for checkboxes, Approve, Reject, Status, Member Name, and Organization. A single row is visible with a checked "Approve" button, a "Reject" button, status "Marked For Deletion", user name "user, bgca", and organization "Boys & Girls Clubs of So...".

<input type="checkbox"/>	Approve	Reject	Status	Member Name	Organization
<input checked="" type="checkbox"/>	Approve	Reject	Marked For Deletion	user, bgca	Boys & Girls Clubs of So...