## **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 <a href="https://www.mybgca.net/">https://www.mybgca.net/</a>

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

| $\leftrightarrow$ $\rightarrow$ C $\square$ mybgca.net |              |   |  |        | 🖈 🔲 😸 Incognito 🗄                                      |
|--|--------------|---|--|--------|--|
| ≡ my <b>BGCA</b>                                       |              |   |  | Boys 8 | Welcome User, Bgca<br>Girls Clubs of South Puget Sound |
| Dashboard  | My Apps      |   |  |        | Sign Out<br>Welcome User, Bgca<br>bgcauser@gmail.com   |
|  | <u>.::i#</u> | Annual Reporting System<br>File your Financials, Non-<br>Financials, and club | Behavior Support Toolkit<br>Assess Club behavior<br>support strategy, create | UB     | My Profile   |

Click on the Orange button on the right with the text "Disable my account"

| ≡ my <b>BGCA</b> |                          |                      |  |   | Welcome User, Bgca<br>Boys & Girls Clubs of South Puget Sound | UB |
|------------------|--------------------------|----------------------|--|---|---|----|
| <b>A</b>         | User Profile Editor - us | er, bgca             |  |   |   |    |
| (山) Dashboard    | User Profile             | Organization / Sites | Change Password                                  | Change Email  |   |    |
|                  | Account Status<br>Active | Primary<br>Boys &    | Organization<br>Girls Clubs of South Puget Sound | Director of Organizational Development<br>Joelngoglia | 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 <a href="https://www.mybgca.net/">https://www.mybgca.net/</a>

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

| Search | for the | user w | ith the | name/ | 'email | address |
|--------|---------|--------|---------|-------|--------|---------|
|--------|---------|--------|---------|-------|--------|---------|

| ≡  | my <b>BGCA</b>         |               |                              |                         |   |  |
|----|------------------------|---------------|------------------------------|-------------------------|---|--|
|    |                        | User Search   |                              |                         |   |  |
| ඛ  | Dashboard              | Modify Search | Email ID: bgcauser@gmail.com |                         |   |  |
| 2  | User Search            |               |                              |                         |   |  |
| ณ์ | Approval Queue         | Status        | User Name                    | Position                | Organization Name                       |  |
| ₽  | Application Management | Active        | user, bgca                   | Youth Development Staff | Boys & Girls Clubs of South Puget Sound |  |

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

Update the Account status by selecting Disabled.

| ≡ my <b>BGCA</b>  |                  |                      |  |
|-------------------|------------------|----------------------|--|
|                   | 🔶 User Profile E | ditor - user, bgca   |  |
|                   | User Profile     | Organization / Sites | Application and Roles                            |
| 🔒 User Search     |                  |                      |  |
| ni Approval Queue | Account Status   | sabled Boys &        | Organization<br>Girls Clubs of South Puget Sound |

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.

| ≡       | my <b>BGCA</b>         |  |
|---------|------------------------|--|
| <u></u> | Dashboard              | Contraction - User, bgca                   |
| 2       | User Search            | User Profile Organization / Si             |
| ณ่      | Approval Queue         | eg : +918123456789                         |
| Ð       | Application Management | Fax  |
| æ       | Role Management        |  |
|         |                        | Account Approver/By checking this box, you |
|         |                        | Submit                                     |

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:

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Login to your mybgca.net user account from <a href="https://www.mybgca.net/">https://www.mybgca.net/</a>

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

| C Inybgca.net/approval-queue |                |   |                    |  |  |  |
|------------------------------|----------------|---|--------------------|--|--|--|
| ≡ my <b>BGCA</b>             |                |   |                    |  |  |  |
| 斺 Dashboard                  | Approval Queue |   |                    |  |  |  |
| 🔒 User Search                | Account Status | ~ | Disabled           |  |  |  |
| ni Approval Queue            | Email ID       | v | bgcauser@gmail.com |  |  |  |

## Click Reject in the search result

/

| ≡ my <b>BGCA</b>         |   |
|--------------------------|---|
| △ Dashboard              | Approval Queue  |
| Juser Search             | Modify Search Account Status: Disabled Email ID: bgcauser@gmail.com |
| ni Approval Queue        | Members of your organization that have applied for membership       |
| P Application Management | Approve Reject Status Member Name Organization                      |
| Acile Management         | Approve X Reject Disabled user, bgca Boys & Girls Clubs of So       |
|                          |   |

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

| Approval Queue                      |   |
|-------------------------------------|---|
| Modify Search Account Statu         | us: Disabled Email ID: bgcauser@gmail.com     |
| ۹ nembers of your organization that | ave applied for membership                    |
| Approve Reject Status               | Success                                       |
|                                     | Your user approval request has been rejected. |
| Approve All Reject All              | ОК  |

## Click OK,

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

| ← → C   mybgca.net/member-search |                     |                      |                         |  |  |  |  |
|----------------------------------|---------------------|----------------------|-------------------------|--|--|--|--|
| ≡ my <b>BGCA</b>                 |                     |                      |                         |  |  |  |  |
|                                  | User Search         |                      |                         |  |  |  |  |
| Dashboard                        | Modify Search       | Email ID: bgcauser@g | gmail.com               |  |  |  |  |
| 🔒 User Search                    |                     |                      |                         |  |  |  |  |
| Approval Queue                   | Status              | User Name            | Position                |  |  |  |  |
| Application Management           | 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

| <u></u> | Dashboard              | Approval Queue       |                |                          |                |                          |
|---------|------------------------|----------------------|----------------|--------------------------|----------------|--------------------------|
| \$      | User Search            | Modify Search        | Account Sta    | tus: Marked for Deletion | on Email ID: b | ogcauser@gmail.com       |
| ni      | Approval Queue         | Members of your orga | inization that | have applied for men     | nbership       |                          |
| Ð       | Application Management | Approve              | Reject         | Status                   | Member Name    | Organization             |
| æ       | Role Management        | Approve              | × Reject       | Marked For Deletion      | user, bgca     | Boys & Girls Clubs of So |
|         |                        |                      |                |                          |                |                          |