



AIM QUICK FIXES



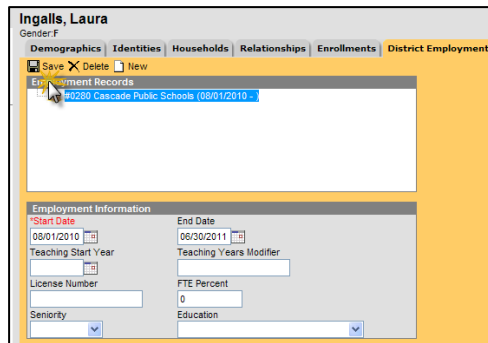
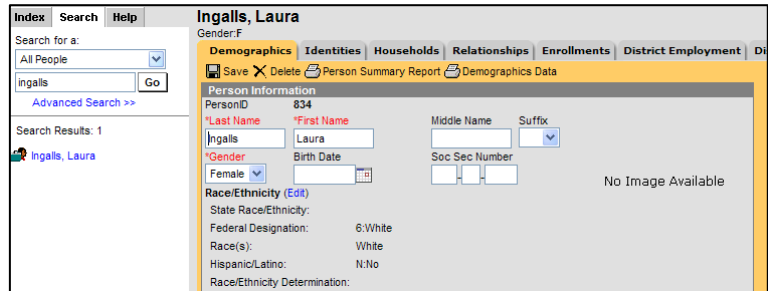
Ending Users

SCENARIO: Teacher leaves the district.

FIX: End District Employment/Assignment and end User Account.

Click the **Search** tab. *Search for a: All People.* Enter the staff member's last name and click **Go**.

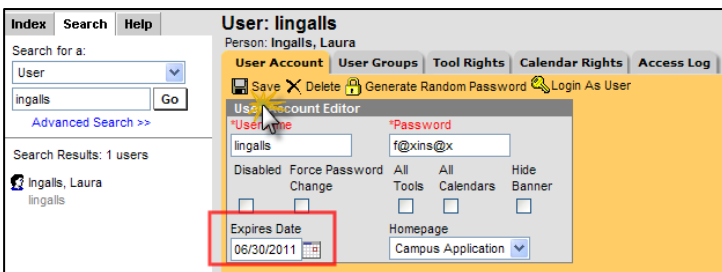
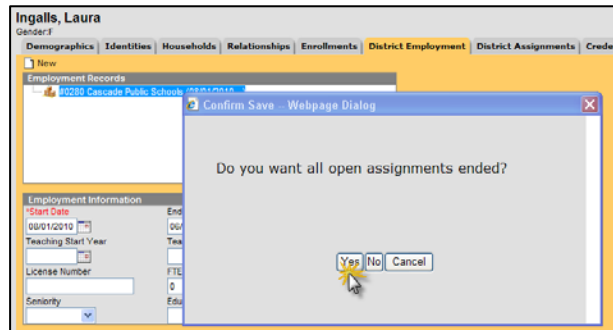
From the *Search Results* select the staff member.



Click the **District Employment** tab.

Open the record and enter an *End Date*.

Click **Yes** to end **District Assignments**.



Click the **Search** tab. *Search for a: User.* Enter the staff member's last name and click **Go**.

From the *Search Results* select the staff member.

Enter an end date in the *Expires Date* field. Click **Save**.