



# AIM QUICK FIX GUIDE



## ENDING USERS

Do NOT delete the user information for school district personnel who leave the district.

First, end the user's **District Employment**. Using the **Search** tab, *Search for All People*. Enter the user's *last name*. Click **Go**.

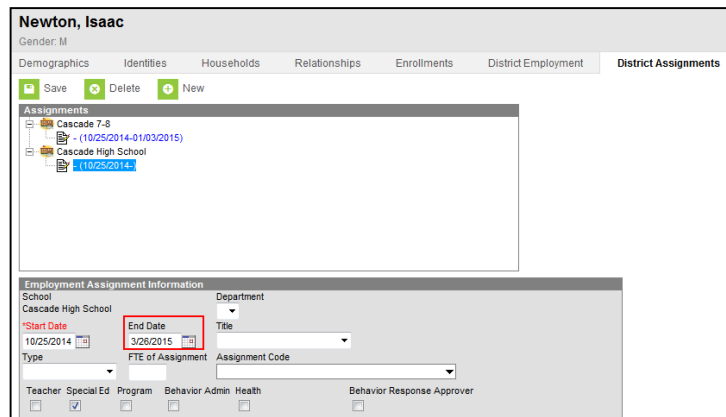
On the **District Employment** tab, open the current **Employment Record**. Enter an *End Date* (the last day of employment for this user).

Click **Save**.

A prompt will appear, asking to end all open assignments. Click **Yes**.

All current **District Assignments** will be ended.

If the user was designated as Special Ed Staff, they will no longer appear in the list of available **Team Member's** on a student's IEP.



The final step is to expire the **User Account**.

Click the **Search** tab. *Search for User*. Enter the user's *last name*, and click **Go**.

Click the user's **Username in bold**).

On the **User Account** tab, enter an **Expires Date** (the last date of employment in the district).

Click **Save**.

The **User Account** will no longer be active as of midnight on the date selected (if using a future date).

Checking the **Disabled** box is optional, but recommended.

