Step-by-Step Instructions for Disabling State User Accounts

1. An automatic integration is in place that sends inactive user information from OAKS HCM into Ohio|Buys. This integration will take employees marked as Inactive in OAKS and flip them into a Blocked status in Ohio|Buys. The integration will also delete Profiles (except the Requester profile) and Organizational Scope for Terminated, Retired, or Deceased users coming directly from HCM. It will also delete Profiles (except the Requester profile) and Organizational Scope for users that change agencies. Users on leave in HCM will not be deactivated.

▲ On the occasion that contractor information needs to be disabled, Step 5 within this job aid will also need to be followed.

▲ A disabled user will still have access to Ohio|Buys via single sign-on if their account has not been disabled (this is typically part of agency HR offboarding processes) and they have not been flipped into Blocked status.

Log in to Ohio|Buys. Click on the Admin header from the Main-Menu Navigation Bar and select Browse Users from the associated drop-down menu.

2. Enter the last name of the user in the Keywords field and then click Search.

3. From the search results, Click the Pencil (✍️) icon to open the user’s profile details.

4. In the Internal Profiles section, use the Checkbox (☐) icons to uncheck all of the user’s assigned profiles and then click Save & Close.

▲ It is important to deselect these profiles because doing this will ensure that this user does not have any subsequent workflow tasks routed to them. If the user continues to receive workflow tasks (and especially if they are the only one with a certain profile in a certain scope), those tasks could sit in Ohio|Buys without any progress being made.
Step-by-Step Instructions for Disabling State User Accounts

5. Click on the **Status** drop-down menu for the user you would like to disable and select *Blocked*.

   ![Status Menu](image)

<table>
<thead>
<tr>
<th>Contact</th>
<th>User</th>
<th>Email</th>
<th>Profile</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000047</td>
<td>ARMENROUT HOPE</td>
<td><a href="mailto:HArmentrouq@dps.ohio.gov">HArmentrouq@dps.ohio.gov</a>/QA</td>
<td>Requester</td>
<td>Active</td>
</tr>
</tbody>
</table>

6. Click **OK** to confirm the change in user status.

   ![OK Dialog](image)

   env01.ivalua.us says
   Edit ?
   
   ![OK Button](image)

   ▲ When you disable a state user account, the user will no longer be able to log in to Ohio|Buys, but their account will still exist. This means you are able to reactivate their account at a later date by searching for their account on the Browse Users page and changing their Status to *Active*.

   ▲ As a best practice, you should not change a user’s Status to *Deleted* as this will completely remove any record of the user's data from Ohio|Buys (e.g., orders related to the user).