

# Disable/Revoke a Participant's Access to MyBirkman

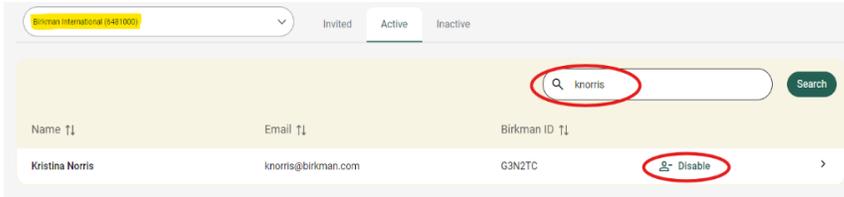
## Purpose:

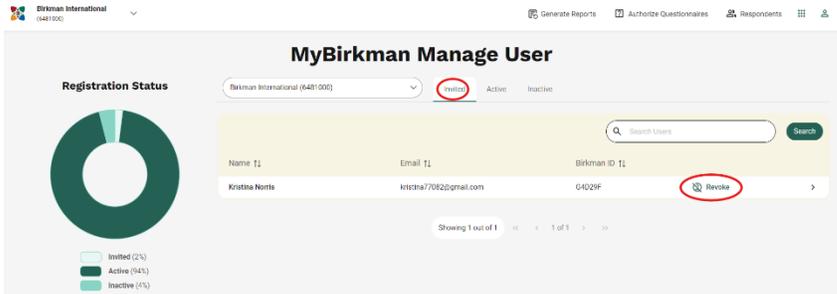
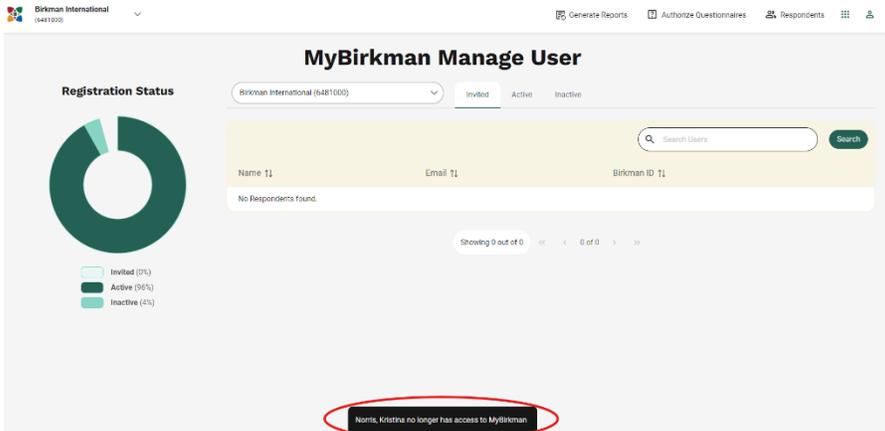
Use these steps when a participant has left your organization or is no longer granted access to MyBirkman.

- Disable Active participants that have registered their MyBirkman account and have accessed the platform. Once disabled, the participants' status will become Inactive in MyBirkman.
- Revoke Invited participants that have received the email invitation to register for MyBirkman but have not set up their account.
- You can currently only revoke or disable one participant at a time.

## Need help?

- For technical assistance with BirkmanDirect or MyBirkman - [support@birkman.com](mailto:support@birkman.com)
- For strategy and implementation assistance – your Birkman Account Manager.

Step	Action	Result
1	Log in to BirkmanDirect <a href="http://direct.birkman.com">direct.birkman.com</a> .  Note: To reset your password, click <b>Forgot Your Password?</b>	
2	In the Birkman Enterprise section, select <b>Manage Users</b> . Note: If this link is not available, contact <a href="mailto:support@birkman.com">support@birkman.com</a>	
3	To locate Active Users of MyBirkman, click the <b>Active</b> tab.	<ul style="list-style-type: none"> <li>• In the search box, type in the name, email address or Birkman ID of the user to revoke</li> <li>• Click <b>Disable</b> in the row that appears</li> </ul>  <p><b>Note:</b> When they are revoked, they disappear from the list and you have to reinvite them. To allow them access again, click the Inactive tab and "reactivate".</p>

Step	Action	Result
4	To locate Invited Users of MyBirkman, click the <b>Invited</b> tab.	<ul style="list-style-type: none"> <li>• In the search box, type in the name, email address or Birkman ID</li> <li>• Click <b>Revoke</b> in the row that appears</li> </ul>  <p>The screenshot shows the 'MyBirkman Manage User' interface. On the left, there is a 'Registration Status' donut chart with a legend: Invited (2%), Active (94%), and Inactive (1%). The main area has a search bar and a table with columns for Name, Email, and Birkman ID. A single row is visible for Kristina Norris, with a 'Revoke' button circled in red at the end of the row.</p>
5	A confirmation message appears to confirm the action has been completed. Repeat the process for each participant that needs to be revoked/disabled.	<p>The user's status will move to Inactive.</p>  <p>The screenshot shows the 'MyBirkman Manage User' interface after the revoke action. The search bar is empty, and the table below it displays 'No Respondents found.' The 'Registration Status' chart now shows: Invited (0%), Active (96%), and Inactive (4%). At the bottom of the page, a black notification box with white text says 'Norris, Kristina no longer has access to MyBirkman', which is circled in red.</p>