

To deactivate a user in EPC:

1. At the top of the page, click Records.
2. Scroll down and click Users.
3. In the search bar, type the first and last name of the user to be deactivated and hit enter.
4. Find and click the correct the username.
5. Near the top of the page (directly above the user's profile dashboard), click Related Actions.
6. Click Deactivate User.
7. Enter the reason why you're deactivating the user in the Notes field.
8. Click Submit.
9. Click Yes to confirm.

The user will now be deactivated.