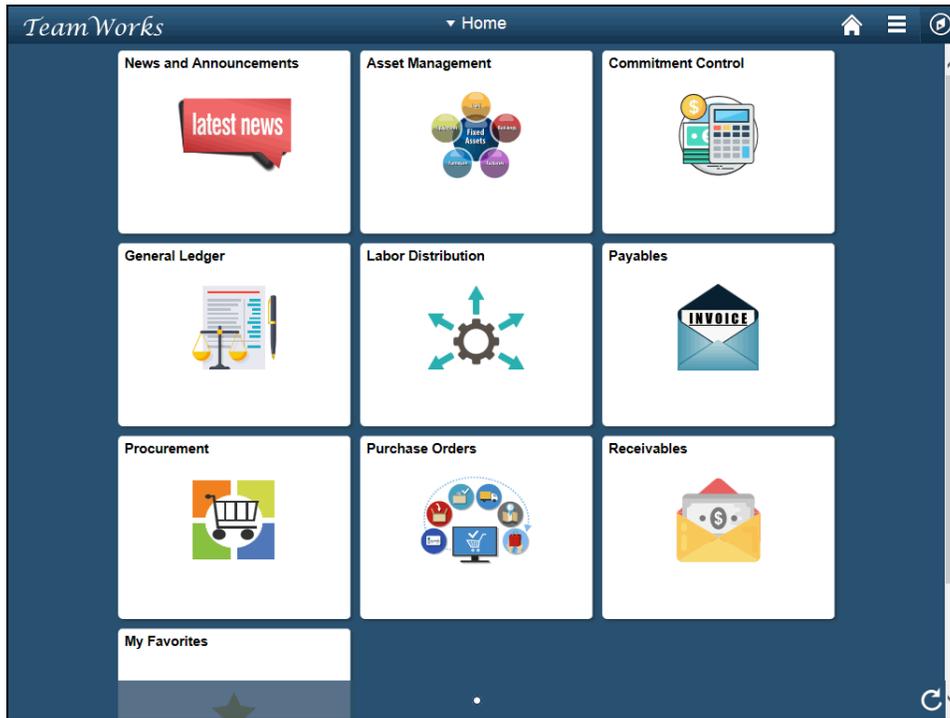
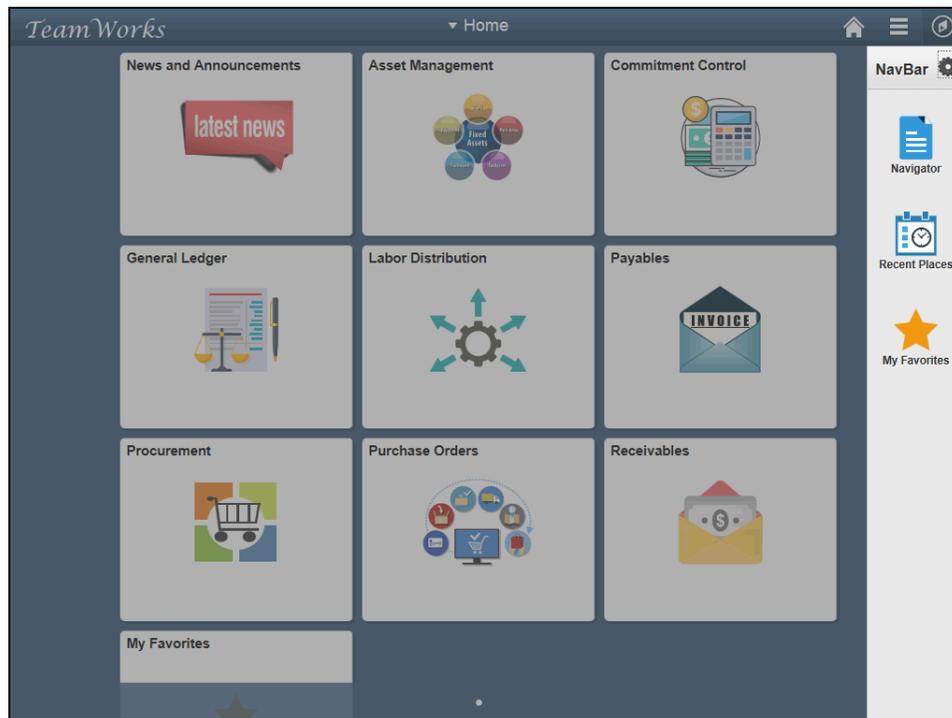


Sec Officer: Locking Account of Terminated User

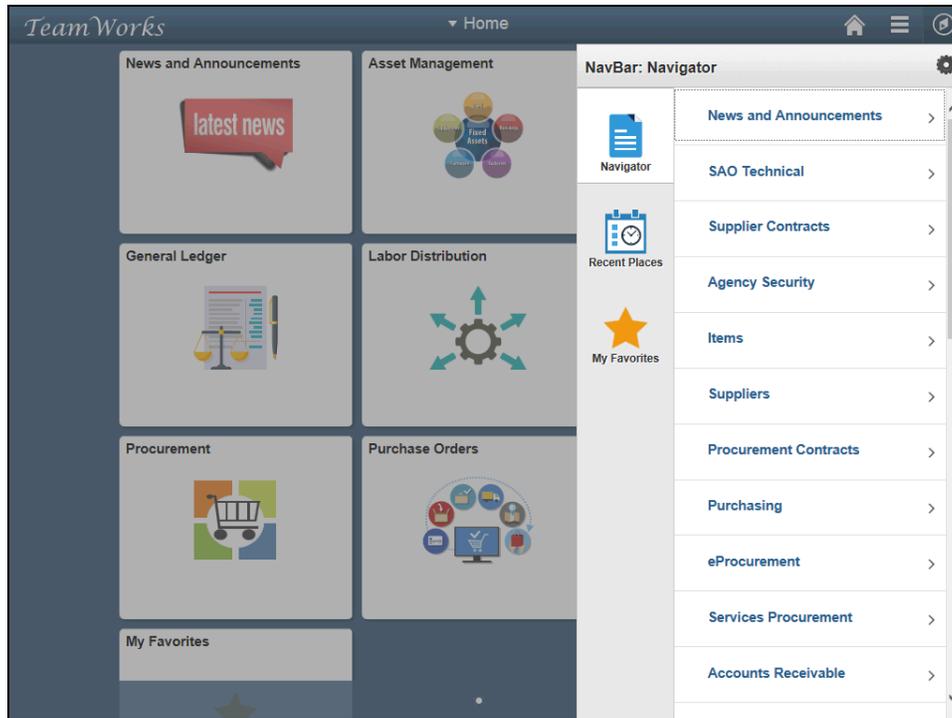
Below are the process steps to Locking the Accounting of a Terminated User as a Security Officer. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



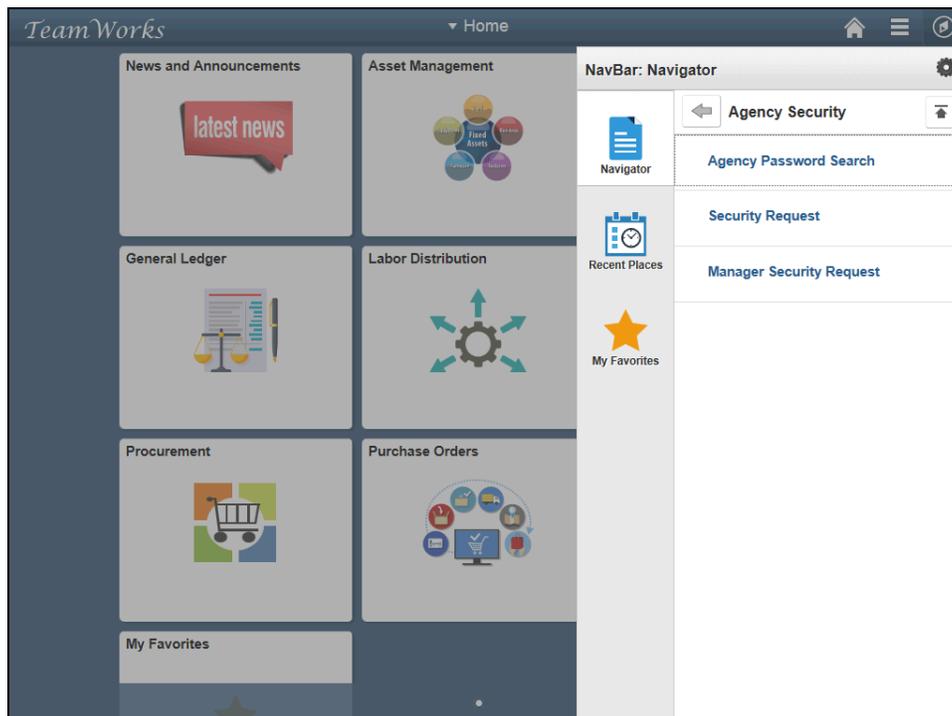
Step	Action
1.	<p>Begin by navigating to the Agency Password Search page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



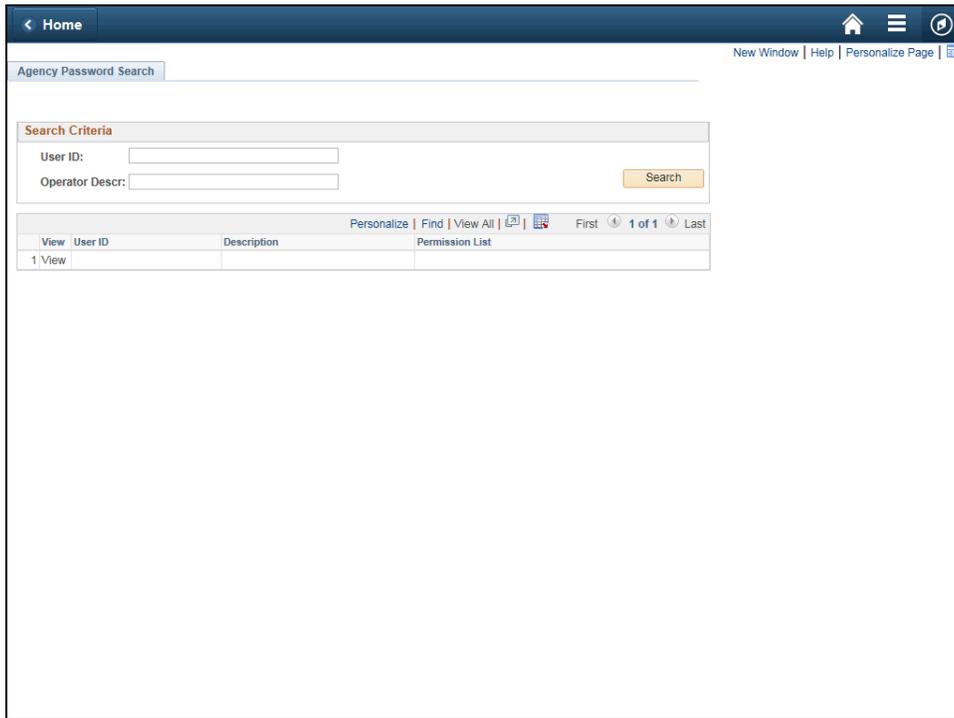
Step	Action
2.	Click the Navigator icon. <div data-bbox="354 1066 516 1222" style="text-align: center;">  <p>Navigator</p> </div>



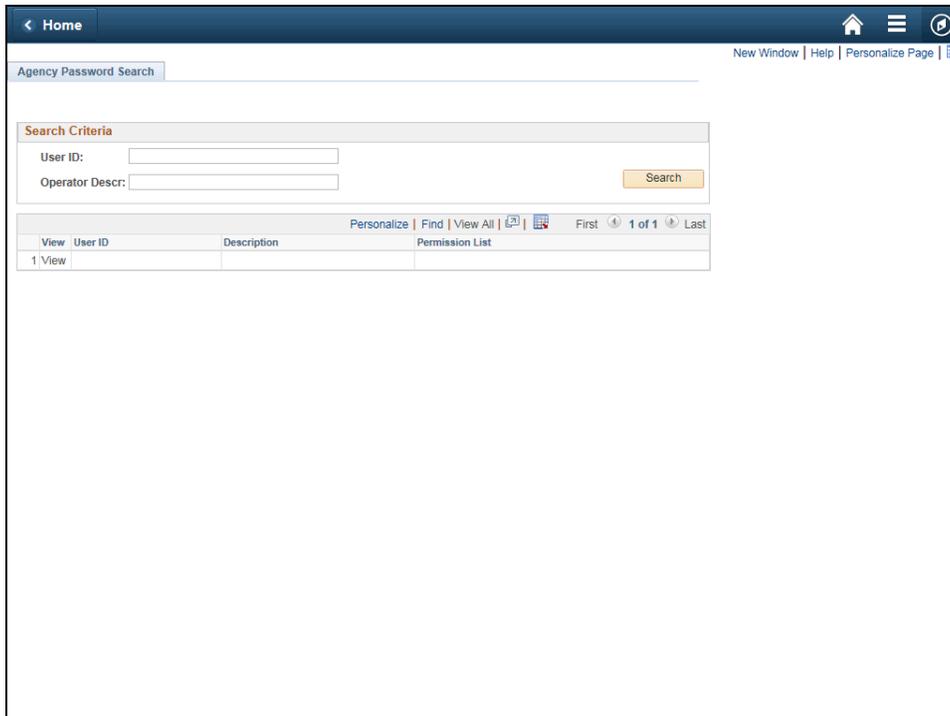
Step	Action
3.	Click the Agency Security link. Agency Security



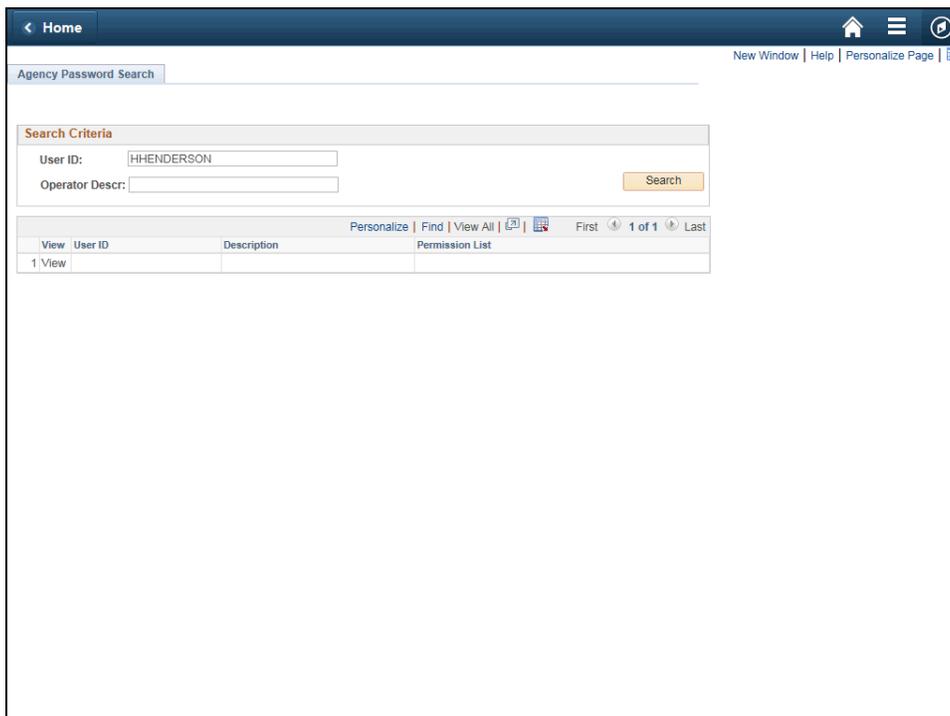
Step	Action
4.	Click the Agency Password Search link. Agency Password Search

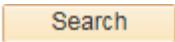


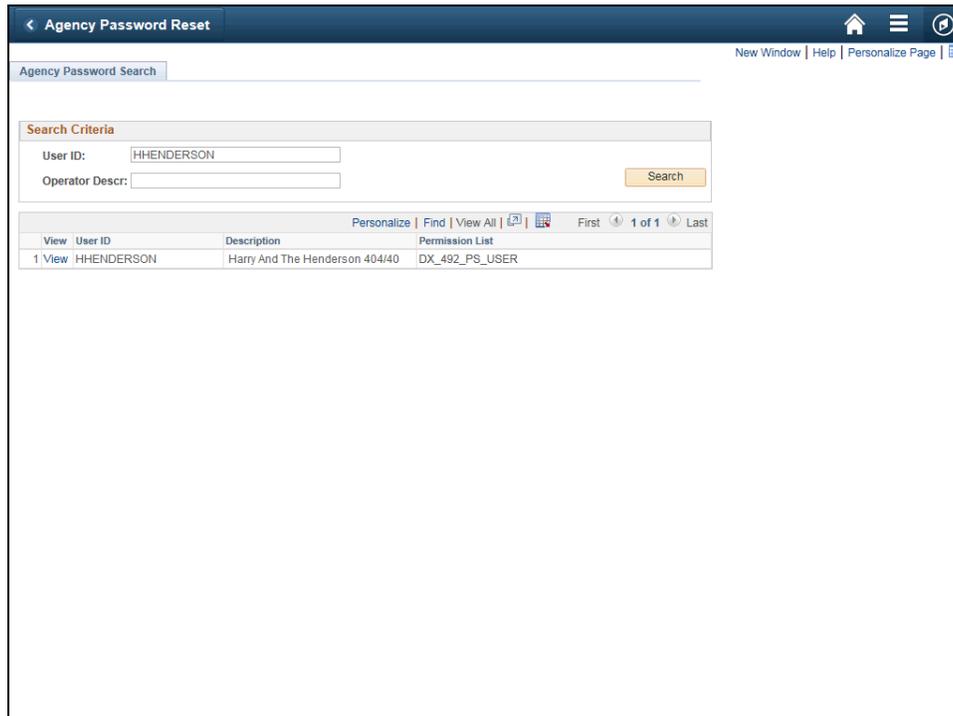
Step	Action
5.	To lock the user's account, the security officer must first search for the employee by entering the employees User ID . Click in the User ID field. User ID: <input style="border: 2px solid red;" type="text"/>



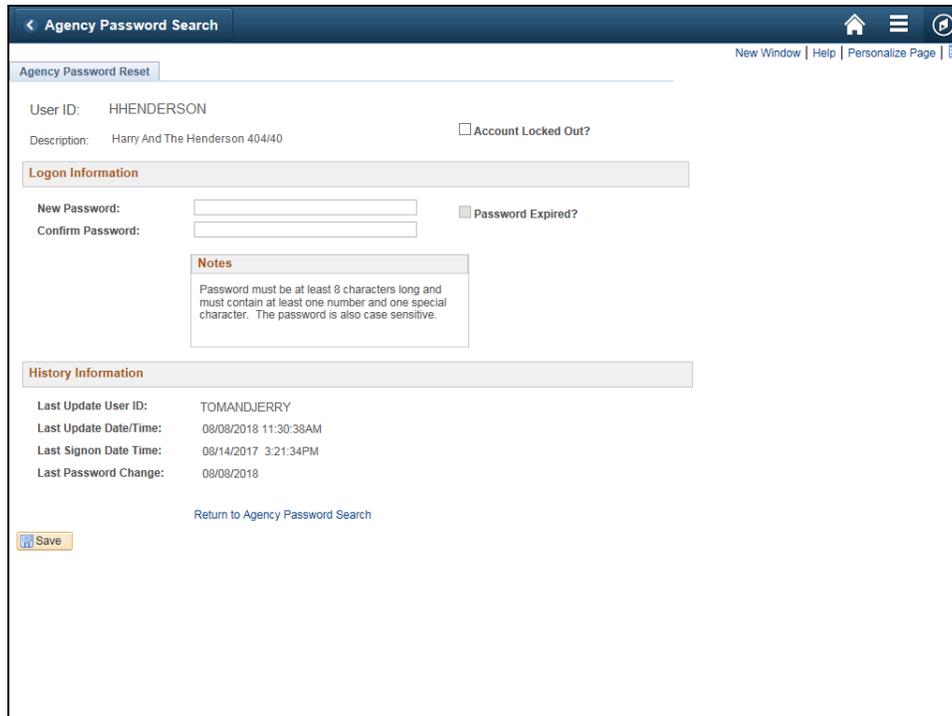
Step	Action
6.	Enter the appropriate information into the User ID field. For this example, type HHENDERSON .



Step	Action
7.	Click the Search button. 



Step	Action
8.	Click the View link. 



The screenshot shows a web browser window titled "Agency Password Search". The page content includes:

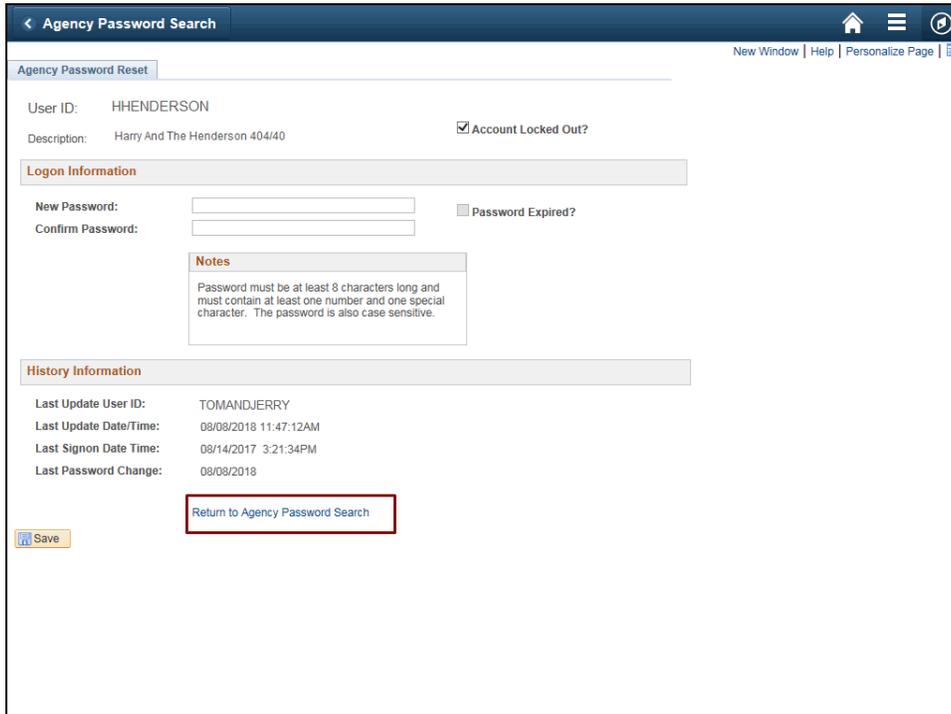
- Agency Password Reset** header.
- User ID: HHENDERSON
- Description: Harry And The Henderson 404/40
- Account Locked Out?
- Logon Information** section with fields for "New Password:" and "Confirm Password:", and a Password Expired? checkbox.
- Notes** section: "Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive."
- History Information** section with the following data:

Last Update User ID:	TOMANDJERRY
Last Update Date/Time:	08/08/2018 11:30:38AM
Last Signon Date Time:	08/14/2017 3:21:34PM
Last Password Change:	08/08/2018
- A "Return to Agency Password Search" link.
- A "Save" button.

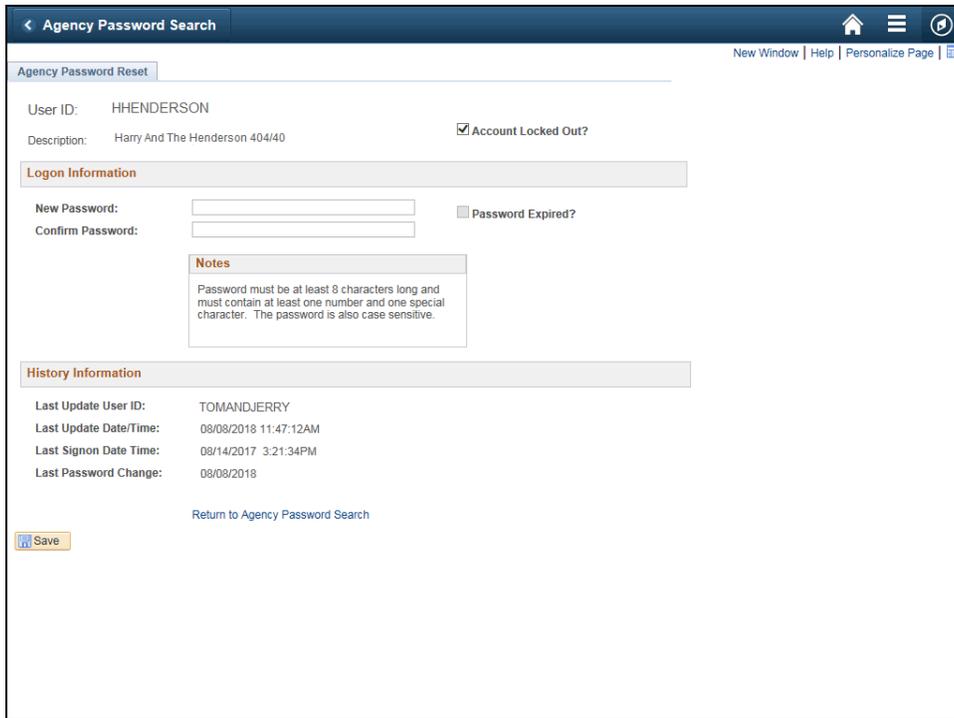
Step	Action
9.	Click the Account Locked Out? option.
	<input type="checkbox"/> Account Locked Out?

Step	Action
10.	Click the Save button. 

Step	Action
11.	<p>Notice the Last Update User ID and the Last Update Date/Time fields showing the security officer who submitted the change along with the date and time stamp of when the password was changed.</p> <p>The user is now locked out of FS92TST and cannot access the environment.</p>



Step	Action
12.	To lock another terminated user the security officer can click on the Return to Agency Password Search link.



The screenshot shows a web application titled "Agency Password Search". At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the page title "Agency Password Search" is displayed. The main content area includes a "Agency Password Reset" section with the following details:

- User ID: HHENDERSON
- Description: Harry And The Henderson 404/40
- Account Locked Out?

Below this is a "Logon Information" section with two password input fields labeled "New Password:" and "Confirm Password:". To the right of these fields is a checkbox for "Password Expired?". A "Notes" box contains the text: "Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive." Below the notes is a "History Information" section with the following data:

- Last Update User ID: TOMANDJERRY
- Last Update Date/Time: 08/08/2018 11:47:12AM
- Last Signon Date Time: 08/14/2017 3:21:34PM
- Last Password Change: 08/08/2018

At the bottom of the form, there is a "Return to Agency Password Search" link and a "Save" button.

Step	Action
13.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!