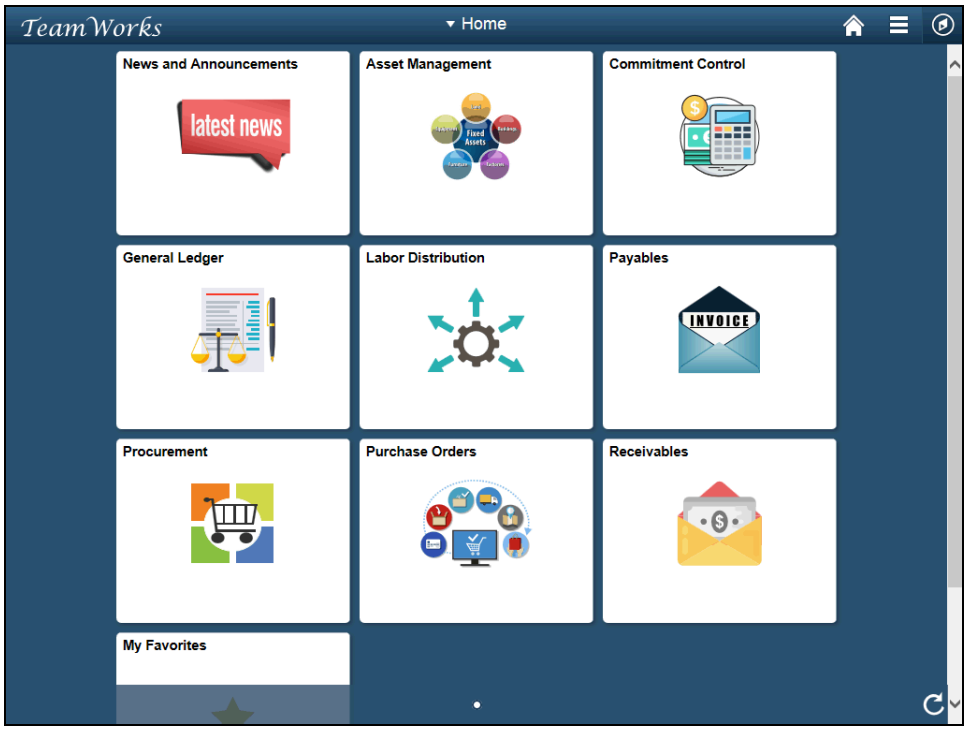
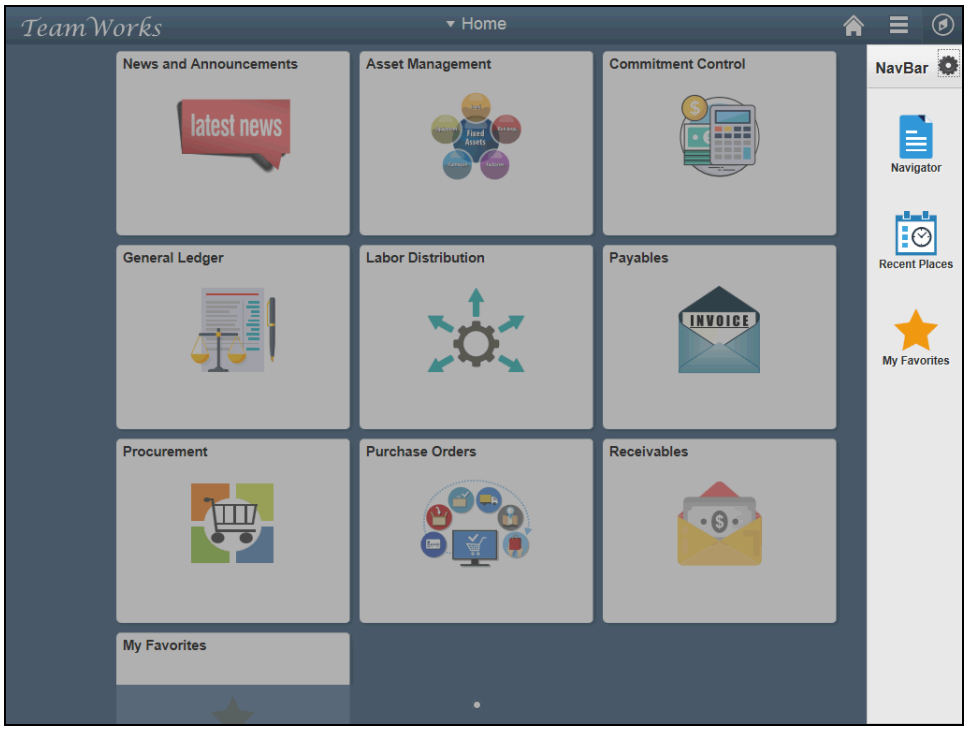
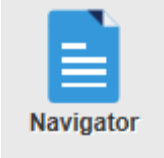
Sec Officer: Locking Account of Terminated User

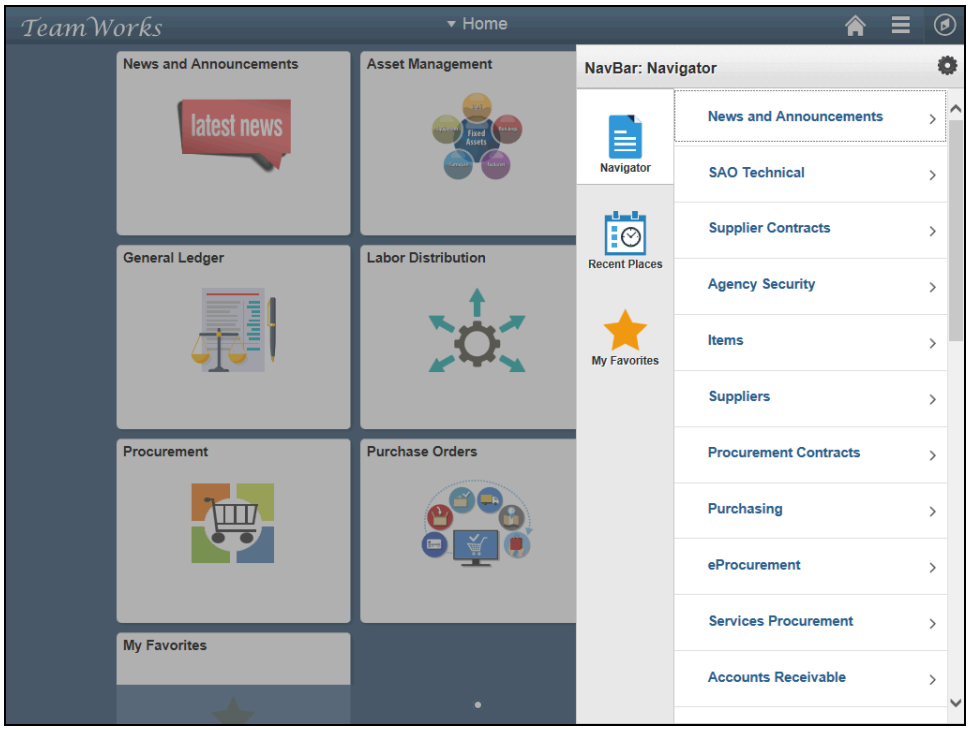
Below are the process steps to Locking the Accounting of a Terminated User as a Security Officer. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



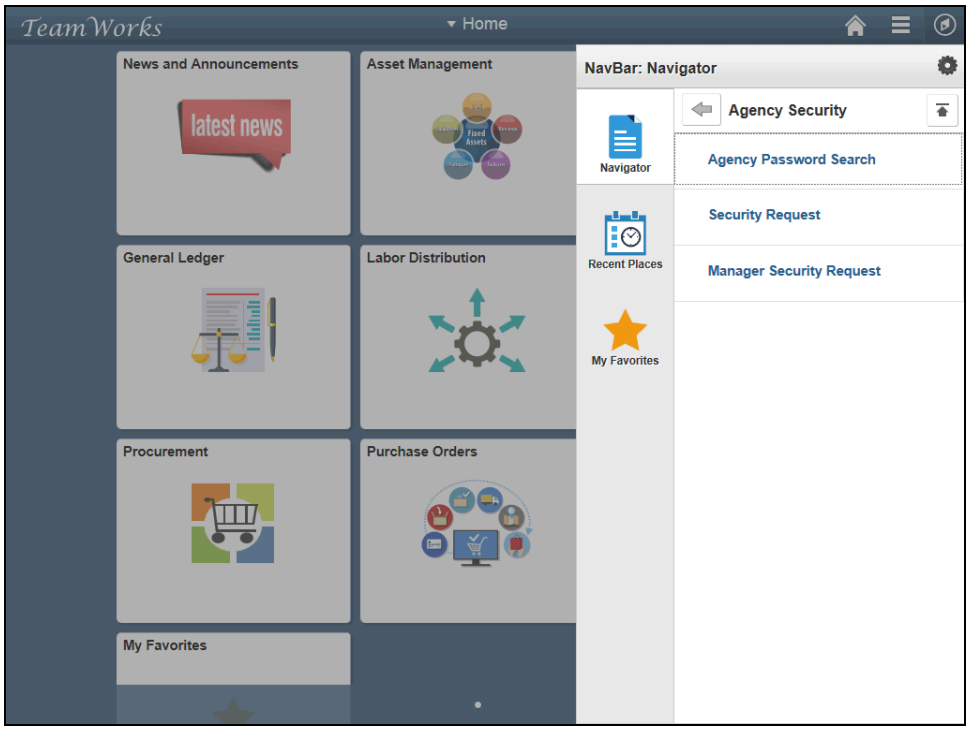
Step	Action
1.	Begin by navigating to the **Agency Password Search** page. **Note:** This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current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



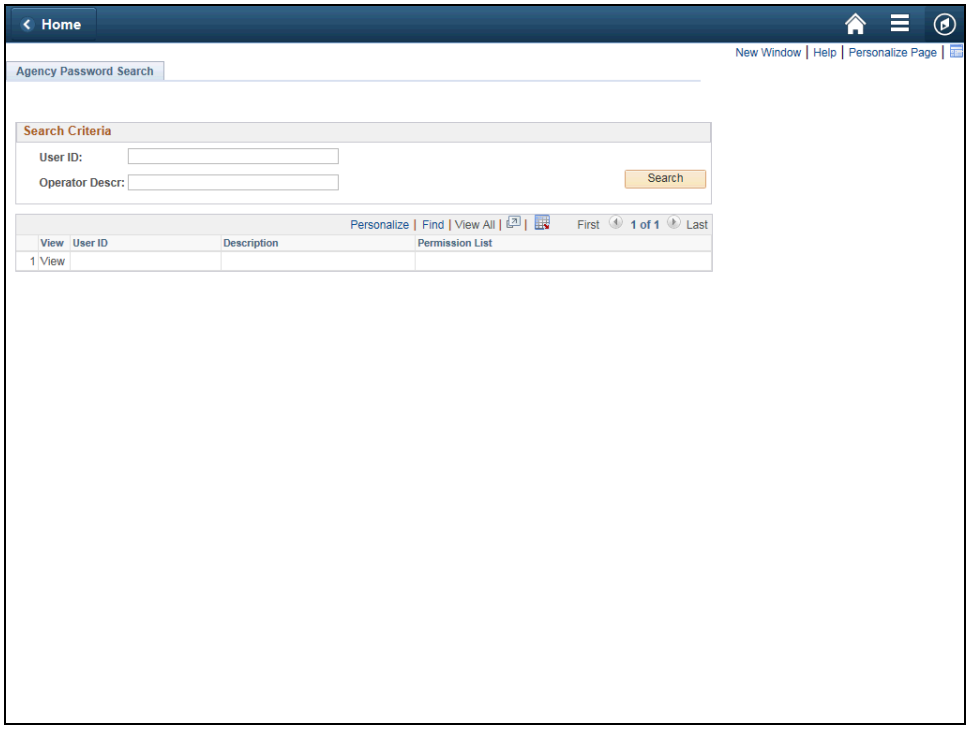
Step	Action
2.	Click the **Navigator** icon. 



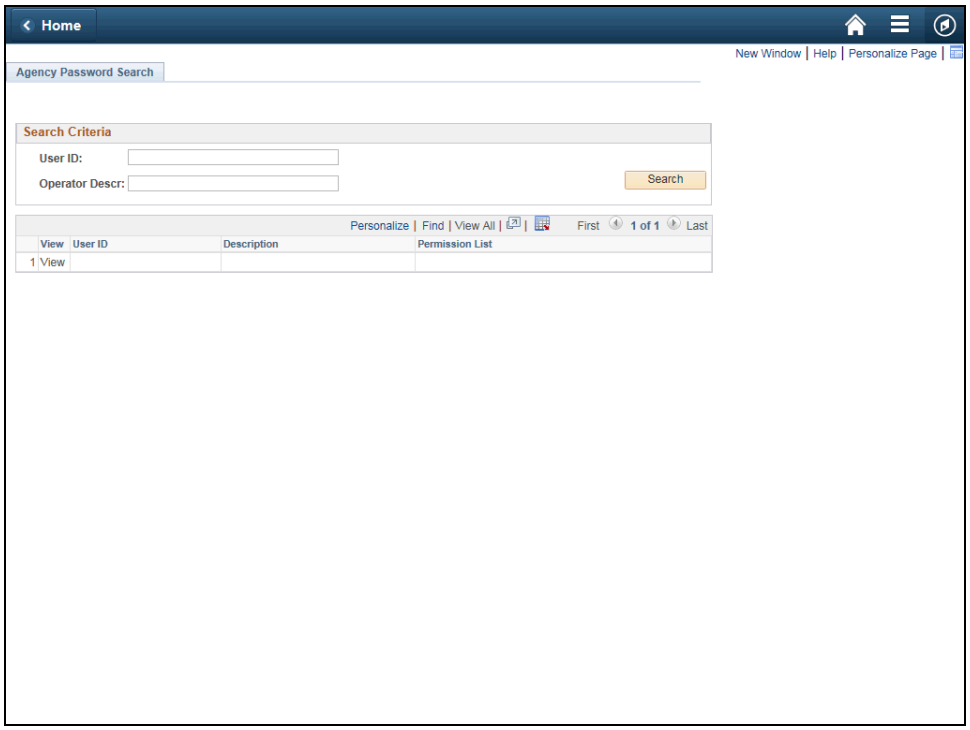
Step	Action
3.	Click the **Agency Security** link. Agency Security



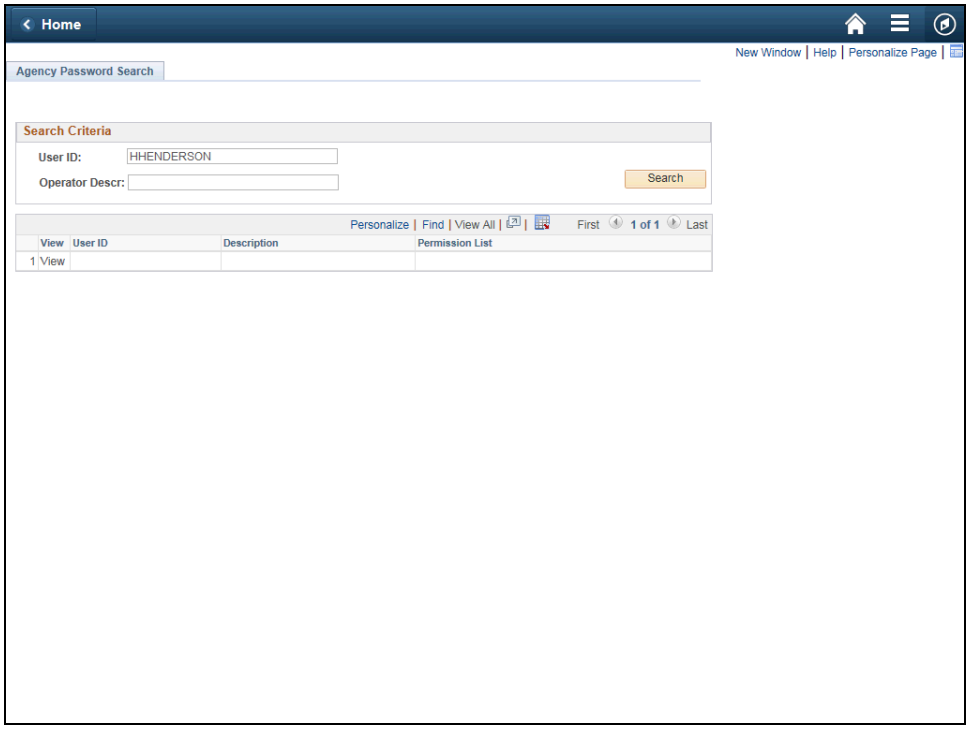
Step	Action
4.	Click the **Agency Password Search** link. Agency Password Search

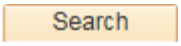


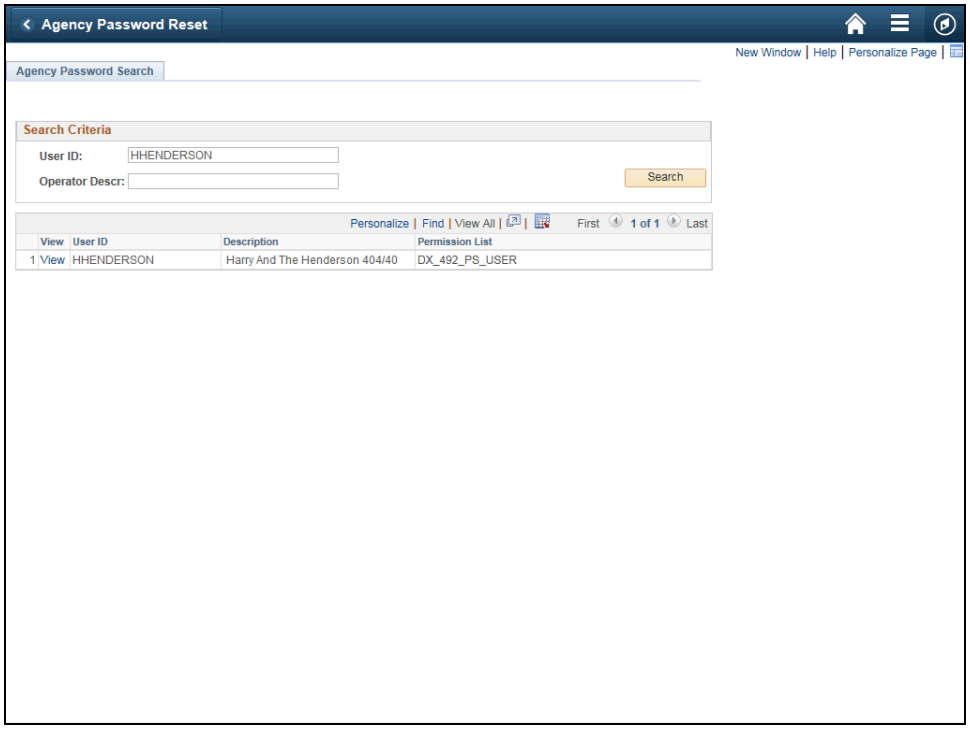
Step	Action
5.	To lock the user's account, the security officer must first search for the employee by entering the employees **User ID**. Click in the **User ID** field. User ID:



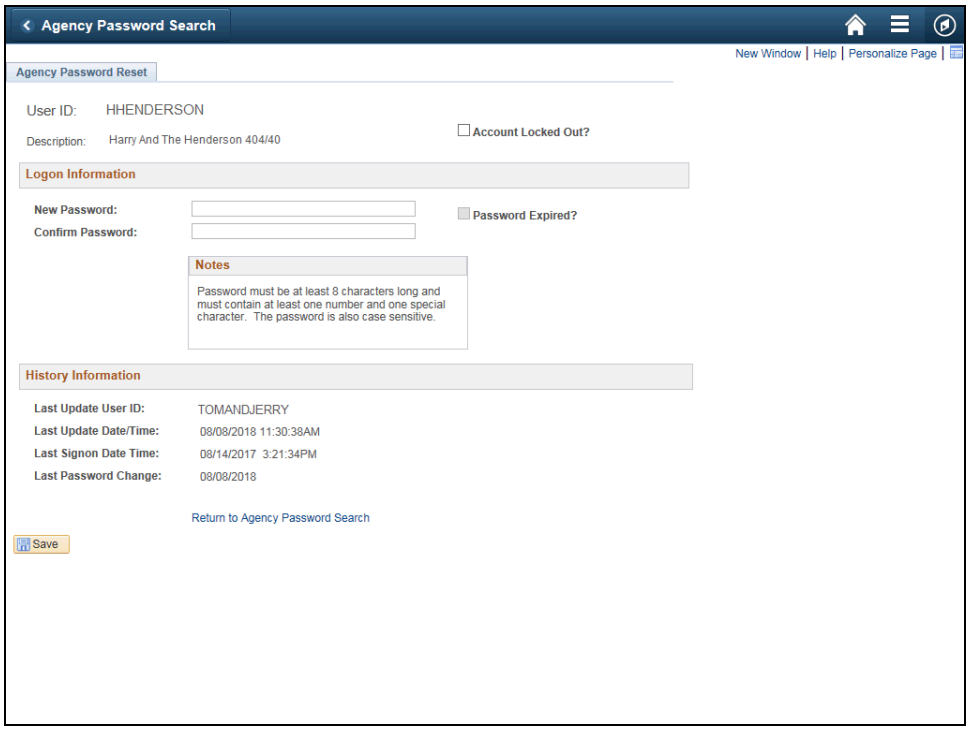
Step	Action
6.	Enter the appropriate information into the **User ID** field. For this example, type **HHENDERSON**.



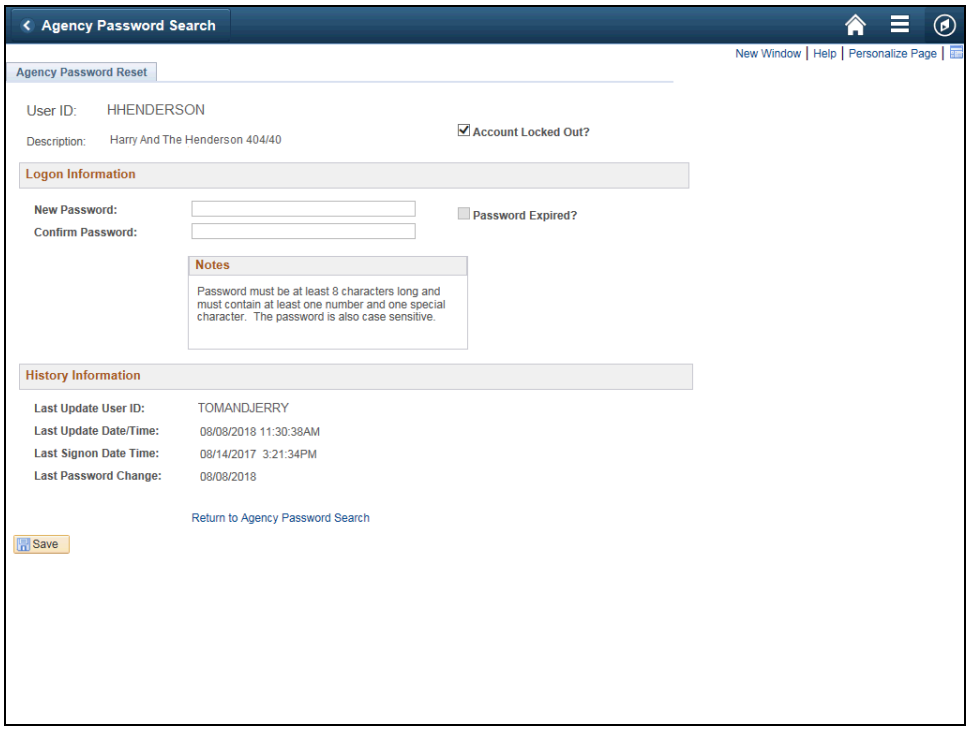
Step	Action
7.	Click the **Search** button. 

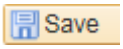


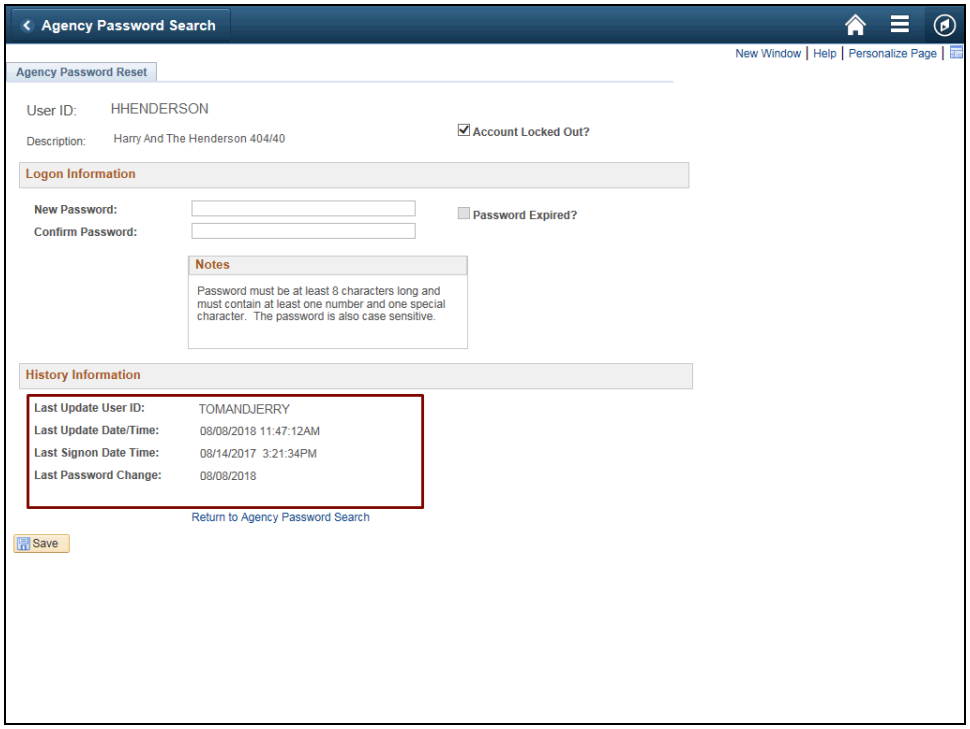
Step	Action
8.	Click the **View** link.



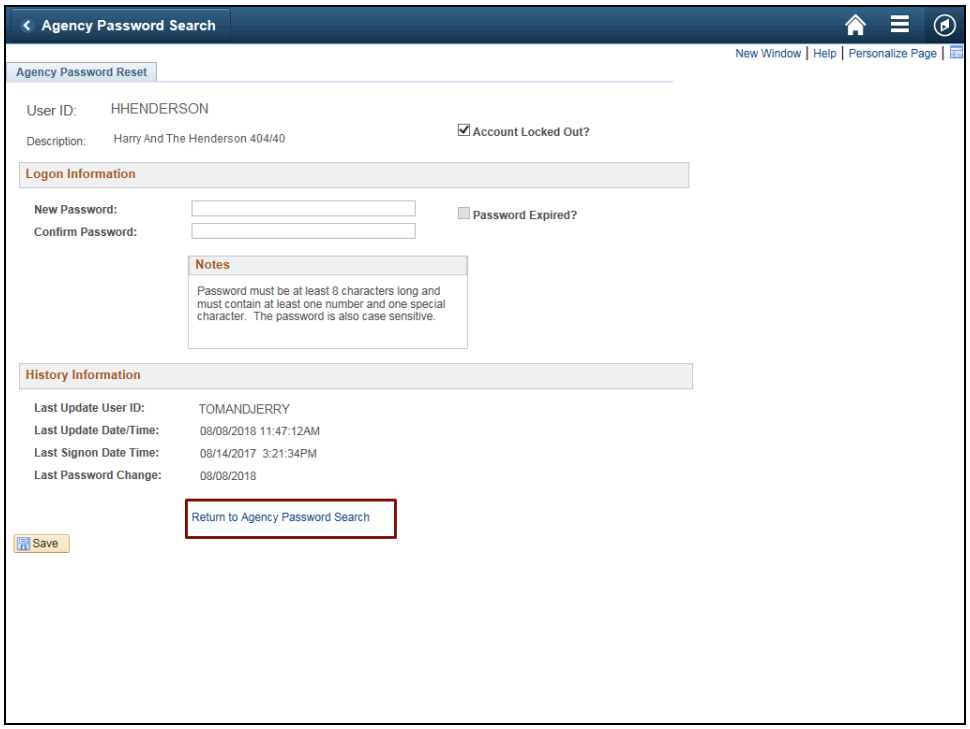
Step	Action
9.	Click the **Account Locked Out?** option.



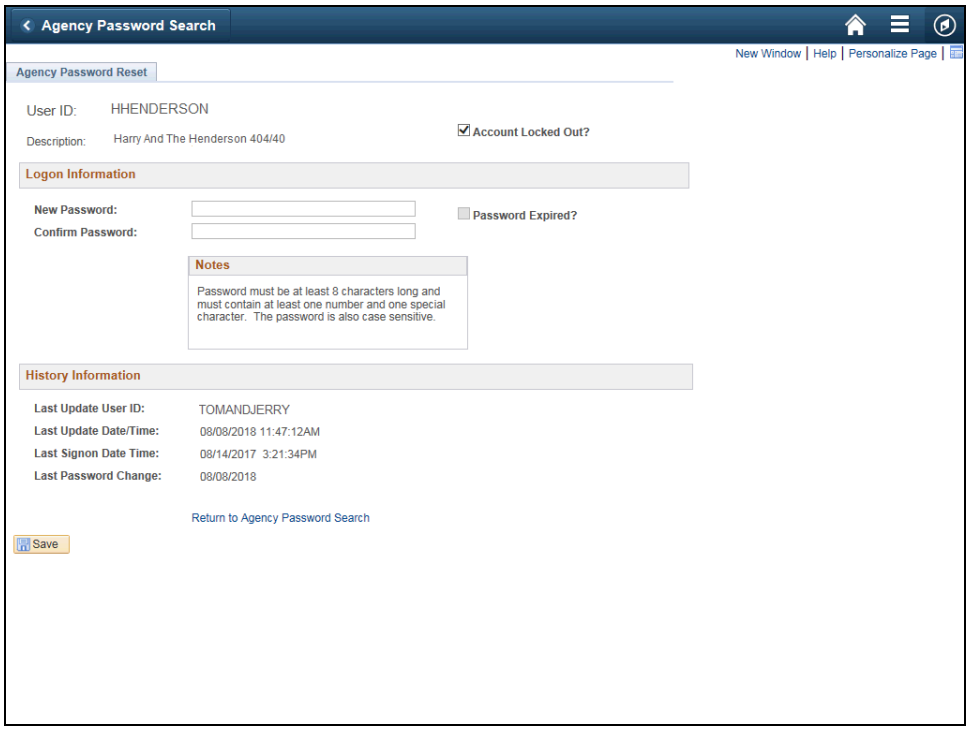
Step	Action
10.	Click the **Save** button. 



Step	Action
11.	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. The user is now locked out of FS92TST and cannot access the environment.



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



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

Thank you!