

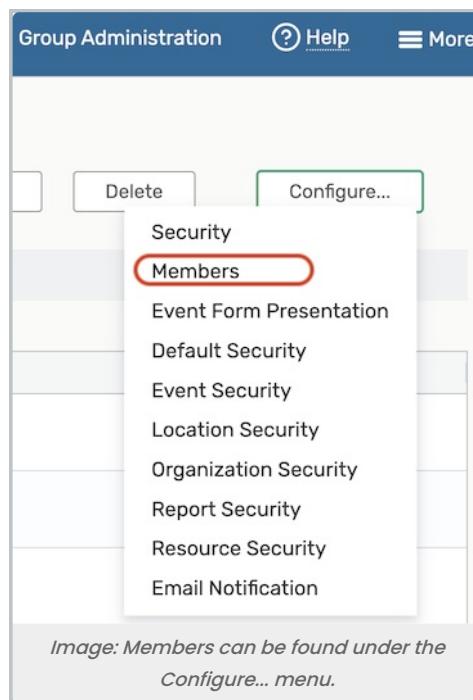
Inactivating Group Members

Group Administration doesn't allow you to delete group members, but you can change their status to Inactive to prevent that user from performing any of their normally permitted actions until their status is changed back to Active.

1. Sign In

On the Group Administration home page, select the group the users are currently in.

2. Click **Configure > Members**



3. Add Users to Security Group

Use checkboxes to select all the users you wish to move to another group.

Click **Actions > Edit User Status**.

25Live Group Administration [Help](#) [More](#)

Configure Members For... [Configure...](#)

Name:

Description:

Add Contact **Filter By Name**

Viewing 2 of 2 members (0 selected)

☐ Select or Deselect All Members **Select One or More Members** **Actions**

Last Name	First Name	Username	User Status	Group
<input type="checkbox"/> Dean of Students		deans	Active	Approver - Student Center
<input type="checkbox"/> Student Center Manager		stucenter	Active	Approver - Student Center

Image: The Actions menu.

Select Active or Inactive.

User Status

Selected Members

- Dean of Students

Set user status for the selected members to:

Active

Image: The Active/Inactive dropdown on the User Status editing window.

4. Save

Click the **Save** button to apply changes to all selected users.