4.3 REVOKING ACCESS FROM A CURRENT USER
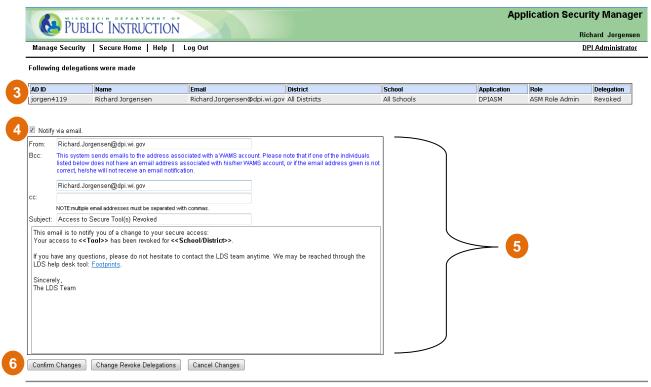

Find the user(s) you want to remove access to and check the box under the **1** **Revoke** column to select the user. When you have completed selecting each user you want removed, click on the **2** **Revoke Selected** link.

Note:

1. You may revoke access from more than one user at a time.

Application Security Manager

Richard Jorgensen

Manage Security | Secure Home | Help | Log Out   DPI Administrator

Following delegations were made

AD ID	Name	Email	District	School	Application	Role	Delegation
jorgen4119	Richard Jorgensen	Richard.Jorgensen@dpi.wi.gov	All Districts	All Schools	DPIASM	ASM Role Admin	Revoked

☑ Notify via email.

From: Richard.Jorgensen@dpi.wi.gov

Bcc: This system sends emails to the address associated with a WAMS account. Please note that if one of the individuals listed below does not have an email address associated with his/her WAMS account, or if the email address given is not correct, he/she will not receive an email notification.

        Richard.Jorgensen@dpi.wi.gov

cc:

        NOTE:multiple email addresses must be separated with commas.

Subject: Access to Secure Tool(s) Revoked

This email is to notify you of a change to your secure access:
Your access to **<<Tool>>** has been revoked for **<<School/District>>**.

If you have any questions, please do not hesitate to contact the LDS team anytime. We may be reached through the LDS help desk tool: Footprints.

Sincerely,
The LDS Team

[Confirm Changes] [Change Revoke Delegations] [Cancel Changes]

View the knowledge base, or submit questions, comments, and suggestions to the Help Desk.

After selecting **Revoke Selected,** a new window is displayed showing the **3** role selections, an **4** option to notify or not to notify the selected user about their new access, an **5** ASM generated email to the user, and an action to **6** **Confirm Changes**, **Change Revoke Delegations** or **Cancel Changes** for this request.

Note:
1. You may add additional email recipients by typing their email address in the email address fields.
2. **Confirm Changes** will send the email and complete the process. If you have chosen not to notify users by email, then this will just confirm changes.
3. **Change Revoke Delegations** will return you to the previous screen without changing the user's access.
4. **Cancel Changes** will cancel your action – nothing will be saved.