## Cascades Steps - Inactivate Staff in Cascades

Active

Inactive Date 3/27/2019

## Inactivate Staff Account

- a) Log into Cascades at the Agency level (not the clinic).
- b) On the Menu bar, go to:
  - Administration.
  - Security.
  - Search Users.
- c) Enter the staff person's last name in the Last Name field.
- d) Select Search.
- e) Click on the pencil (left) to open the staff person's name.
- f) Uncheck "Active".
  - If the staff person obtains a job at another WIC agency or comes back to your agency, check the Active box to make the account Active again.
  - The "Start Date" is the original date the person began working for WIC initially. Add a new "Start Date" and leave the "Inactive Date" blank.
- g) Enter the Inactivation Reason.
- h) Select Save.

Do not select the Archive box. You can't reverse this action to the User Account.

**ONLY** select the Archive box to archive the user profile due to:

- Death ٠
- Fraud/Corruption .
- Other

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Inactivation Reason

No longer working in WIC

Created By User ID Converted

Modified By User ID Converted

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## Do not select the Archive box; there are only a few circumstances you'd select this box.

	į	The profile will b	e archived	and the changes cannot be undone. Are you sure you want to proceed?
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Sea	arch	Results		
		Active Archived	Locked	User Type
9				WIC Staff

If you need support, please call Cascades Support at 1-800-841-1410 and choose 3, then choose option 2.

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To request this document in another format, call 1-800-841-1410. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email <u>WIC@doh.wa.gov</u>.

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