

Cascades Steps - Inactivate Staff in Cascades

Inactivate Staff Account

- Log into Cascades at the Agency level (not the clinic).
- On the Menu bar, go to:
 - Administration.
 - Security.
 - Search Users.
- Enter the staff person's last name in the Last Name field.
- Select Search.
- Click on the pencil (left) to open the staff person's name.
- 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.
- Enter the Inactivation Reason.
- 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
- Fraud/Corruption
- Other

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

Search Results				User Type
Active	Archived	Locked		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WIC Staff

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

This institution is an equal opportunity provider.
Washington WIC doesn't discriminate.

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 WIC@doh.wa.gov.

DOH 962-1022 October 2022

