

DASHBOARD USER GUIDE DEACTIVATING A WORKER ACCOUNT

DEACTIVATING A WORKER ACCOUNT

Introduction and Description

A worker no longer wants to be registered as a worker and wants to deactivate their account.

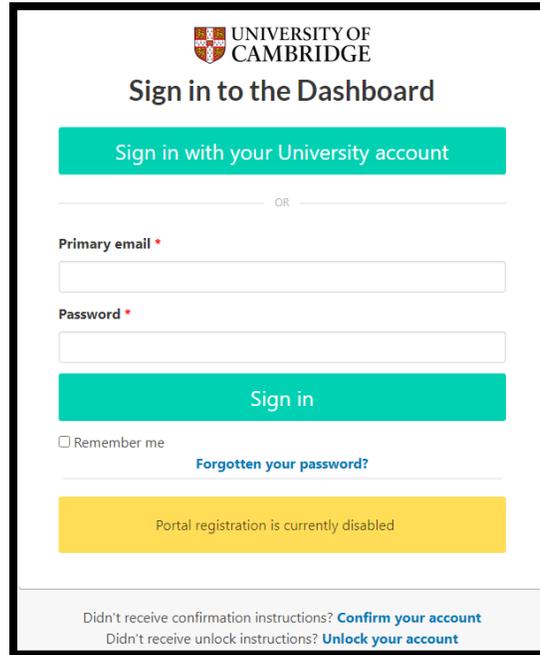
Once the worker account is deactivated, the worker will no longer be able to access their account until it is reactivated again by a Department Manager.

Workers can self-deactivate their account profiles, thus saying that they are no longer eligible or don't want to work anymore. It will instantly deactivate their account and they won't be available to work. To do this follow the instructions below.

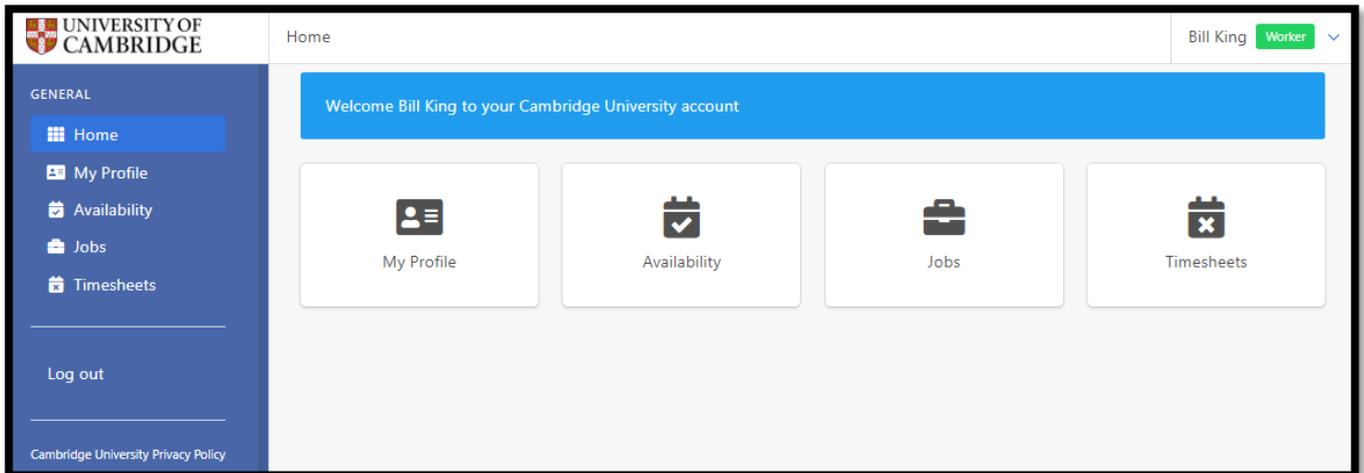
Step 1

Sign into the UAT Dashboard using your Worker account.

<https://cambridgetest.demodashboardtechnology.co.uk>



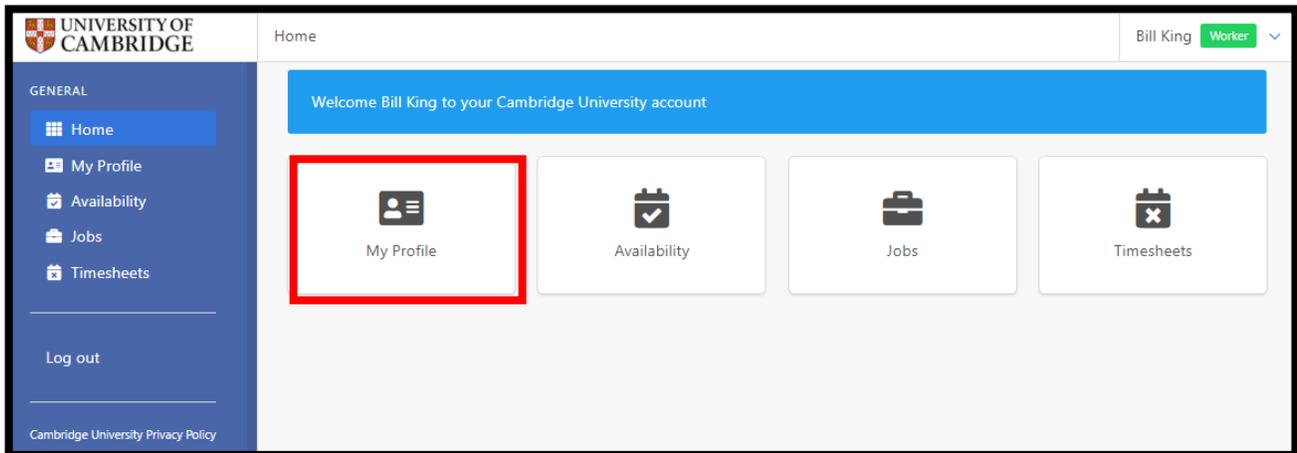
The screenshot shows the sign-in page for the University of Cambridge dashboard. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent teal button says "Sign in with your University account". Underneath is a horizontal line with "OR" in the center. There are two input fields: "Primary email" and "Password", both with red asterisks indicating they are required. Below the password field is a teal "Sign in" button. A checkbox labeled "Remember me" is present, along with a link for "Forgotten your password?". A yellow box contains the text "Portal registration is currently disabled". At the bottom, there are two links: "Didn't receive confirmation instructions? Confirm your account" and "Didn't receive unlock instructions? Unlock your account".



The screenshot shows the dashboard home page for a user named Bill King, who has a "Worker" role. The top left features the University of Cambridge logo. The top right shows the user's name "Bill King" and role "Worker" with a dropdown arrow. The main content area has a blue header that says "Welcome Bill King to your Cambridge University account". Below this are four white cards with icons and labels: "My Profile" (person icon), "Availability" (calendar with checkmark icon), "Jobs" (briefcase icon), and "Timesheets" (calendar with X icon). On the left side, there is a dark blue sidebar menu under the heading "GENERAL" with options: "Home" (selected), "My Profile", "Availability", "Jobs", and "Timesheets". At the bottom of the sidebar is a "Log out" button and a link to the "Cambridge University Privacy Policy".

Step 2

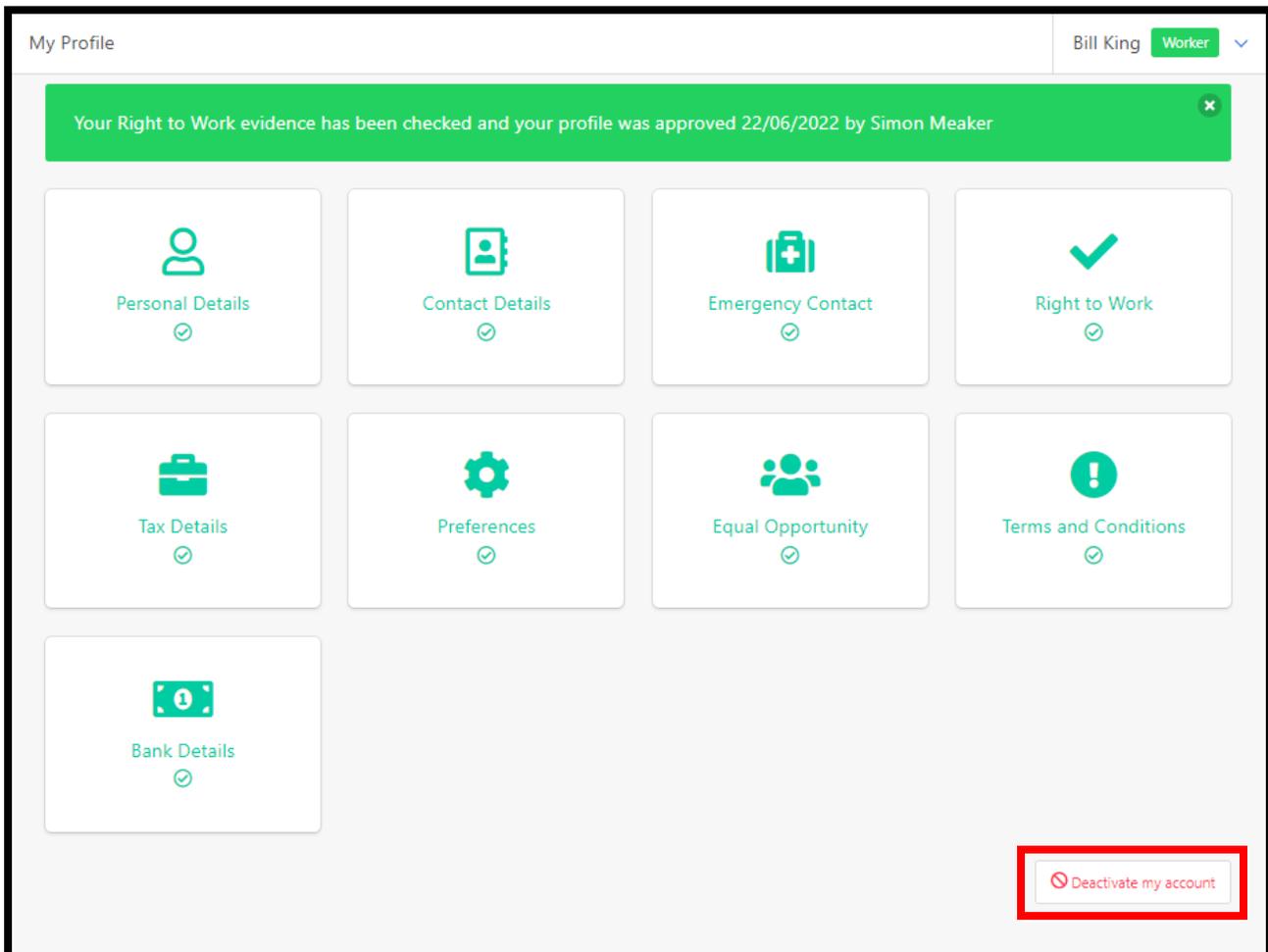
Select the **My Profile** button.



Step 3

The page will refresh to show the Worker Profile Page.

Select the red **Deactivate my account** button.

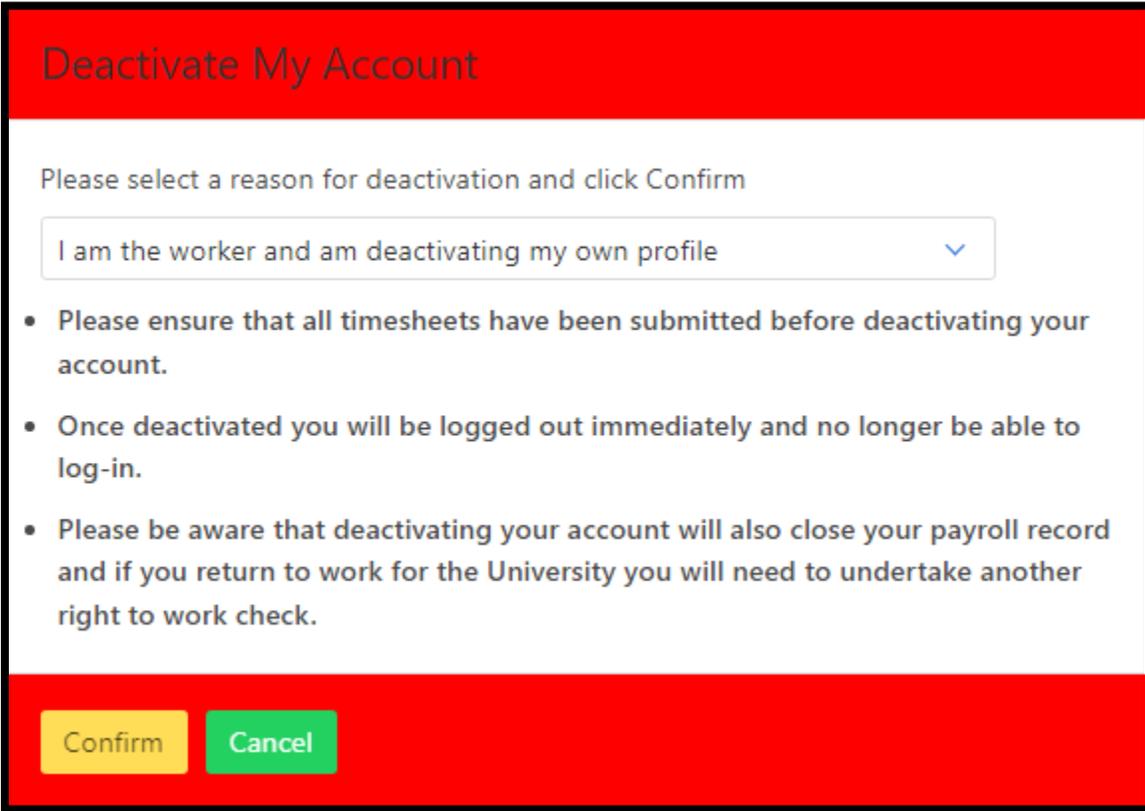


Step 4

The following message will appear.

Select '**I am the worker and am deactivating my own profile**' from the drop-down choices available.

Then press the yellow **Confirm** button.



Deactivate My Account

Please select a reason for deactivation and click Confirm

I am the worker and am deactivating my own profile

- Please ensure that all timesheets have been submitted before deactivating your account.
- Once deactivated you will be logged out immediately and no longer be able to log-in.
- Please be aware that deactivating your account will also close your payroll record and if you return to work for the University you will need to undertake another right to work check.

Confirm Cancel

You will automatically be logged out of the system and the page will refresh showing the University of Cambridge Dashboard login screen.

Finish