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
Step 2
Select the **My Profile** button.

![My Profile button highlighted on the Worker Profile Page]

Step 3
The page will refresh to show the Worker Profile Page.
Select the red **Deactivate my account** button.

![Worker Profile Page with the Deactivate my account button highlighted]
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.

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

Finish