Establishment Administrator

Activate User Accounts Associated with the Establishment

Welcome to the Public Health Information System. In this demonstration, you will learn how to activate user accounts associated with an establishment. I'll guide you through the steps of accomplishing this task.

First, click User Management.
Next, click Manage Users.

User Daniel Test 21 is not visible in the current view, because his status is, Inactive.
Select Inactive

Click the edit icon for the desired user. Select Daniel Test 21.
Notice the Activate link.

Click, Activate.
A pop-up window appears, confirming your request to activate the user account.

Click OK.

Notice the Status has changed from Inactive to Active, and the Activate link has changed to Deactivate.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.