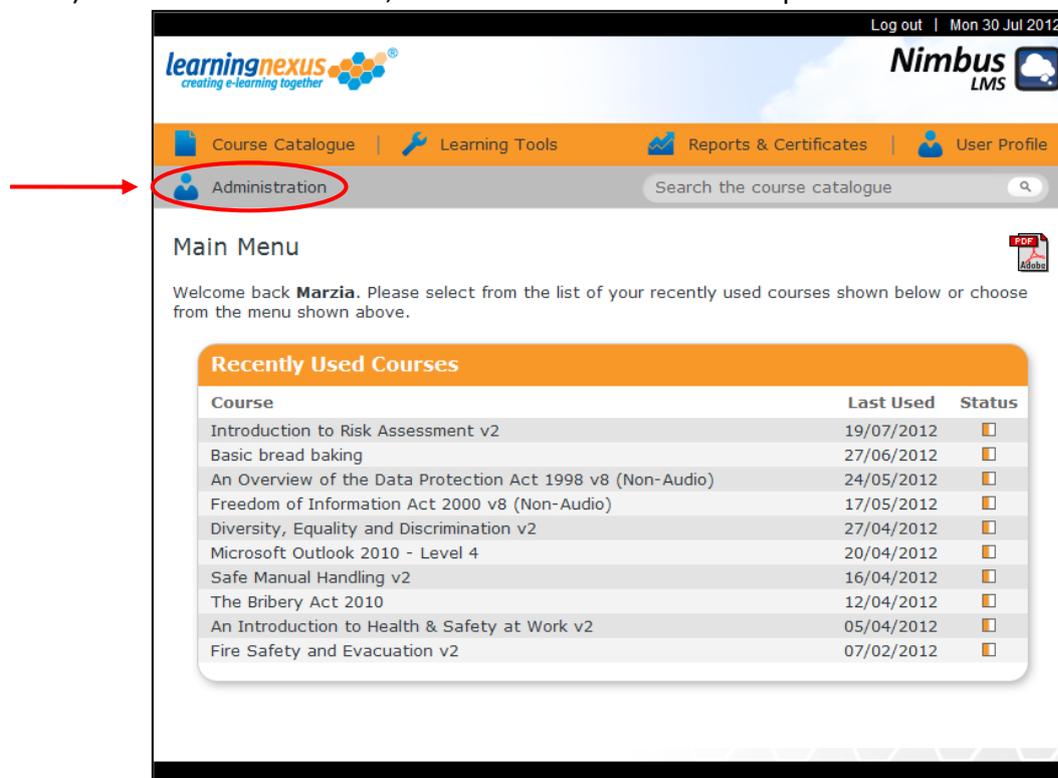


If you retire a user by mistake, or if an employee comes back after having previously left, you will be able to re-activate their account together with all their usage data.

To re-activate a user's account:

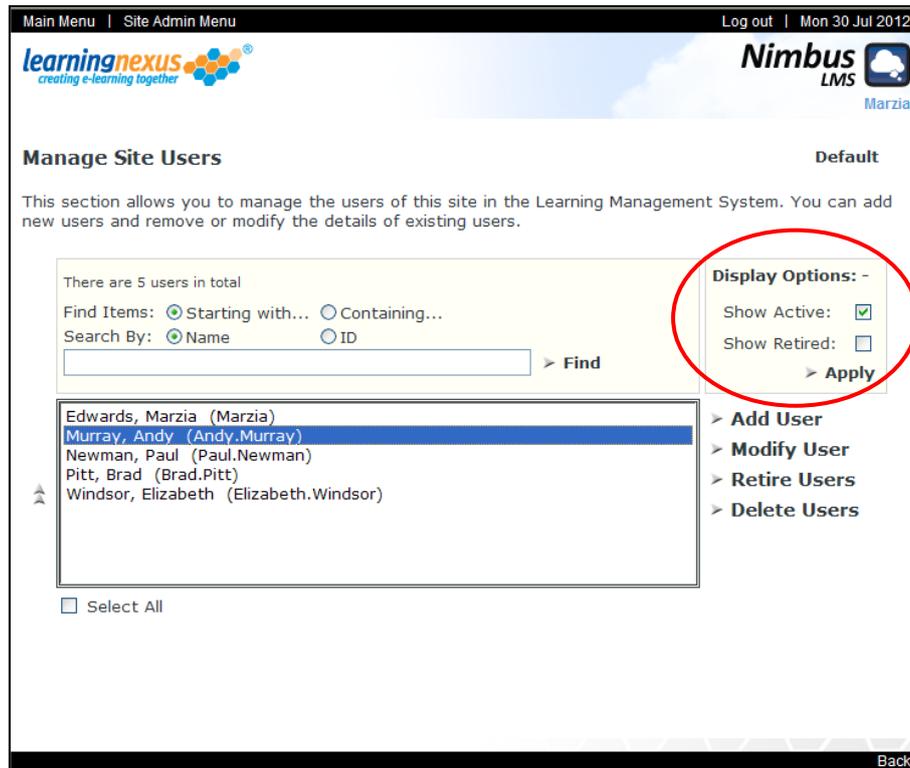
- 1) From the **Main Menu**, click on the **Administration** option:



- 2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Users**.

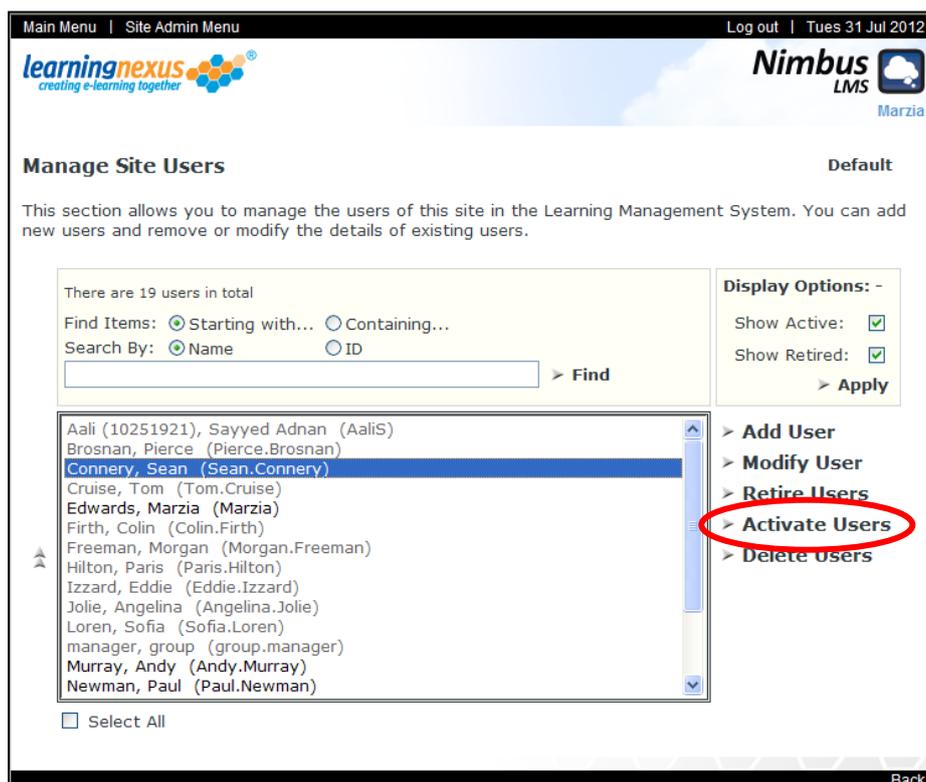


- 3) You will now see a page displaying the options applicable to users. In the **Display Options** section, place a tick in the **Show Retired** box, then click on **Apply**:



The screenshot shows the 'Manage Site Users' interface. At the top, there are navigation links for 'Main Menu' and 'Site Admin Menu', and a 'Log out' button. The date is 'Mon 30 Jul 2012'. The page title is 'Manage Site Users' and the user is 'Marzia'. Below the title, there is a description: 'This section allows you to manage the users of this site in the Learning Management System. You can add new users and remove or modify the details of existing users.' There are 5 users in total. The search section has 'Find Items' set to 'Starting with...' and 'Search By' set to 'Name'. A list of users is shown: Edwards, Marzia (Marzia), Murray, Andy (Andy.Murray), Newman, Paul (Paul.Newman), Pitt, Brad (Brad.Pitt), and Windsor, Elizabeth (Elizabeth.Windsor). The 'Display Options' section is circled in red, showing 'Show Active' checked and 'Show Retired' unchecked. A red arrow points to the 'Show Retired' checkbox. Below the list, there are buttons for 'Add User', 'Modify User', 'Retire Users', and 'Delete Users'. A 'Select All' checkbox is at the bottom left.

- 4) All the retired accounts will now appear in the main list of users in grey. Using your mouse, select the account you want to re-activate from the list in the box, then click on **Activate Users**:



The screenshot shows the 'Manage Site Users' interface. At the top, there are navigation links for 'Main Menu' and 'Site Admin Menu', and a 'Log out' button. The date is 'Tues 31 Jul 2012'. The page title is 'Manage Site Users' and the user is 'Marzia'. Below the title, there is a description: 'This section allows you to manage the users of this site in the Learning Management System. You can add new users and remove or modify the details of existing users.' There are 19 users in total. The search section has 'Find Items' set to 'Starting with...' and 'Search By' set to 'Name'. A list of users is shown: Aali (10251921), Sayyed Adnan (AaliS), Brosnan, Pierce (Pierce.Brosnan), Connery, Sean (Sean.Connery), Cruise, Tom (Tom.Cruise), Edwards, Marzia (Marzia), Firth, Colin (Colin.Firth), Freeman, Morgan (Morgan.Freeman), Hilton, Paris (Paris.Hilton), Izzard, Eddie (Eddie.Izzard), Jolie, Angelina (Angelina.Jolie), Loren, Sofia (Sofia.Loren), manager, group (group.manager), Murray, Andy (Andy.Murray), and Newman, Paul (Paul.Newman). The 'Display Options' section shows 'Show Active' checked and 'Show Retired' checked. A red arrow points to the 'Activate Users' button in the right-hand menu. Below the list, there are buttons for 'Add User', 'Modify User', 'Retire Users', 'Activate Users', and 'Delete Users'. A 'Select All' checkbox is at the bottom left.