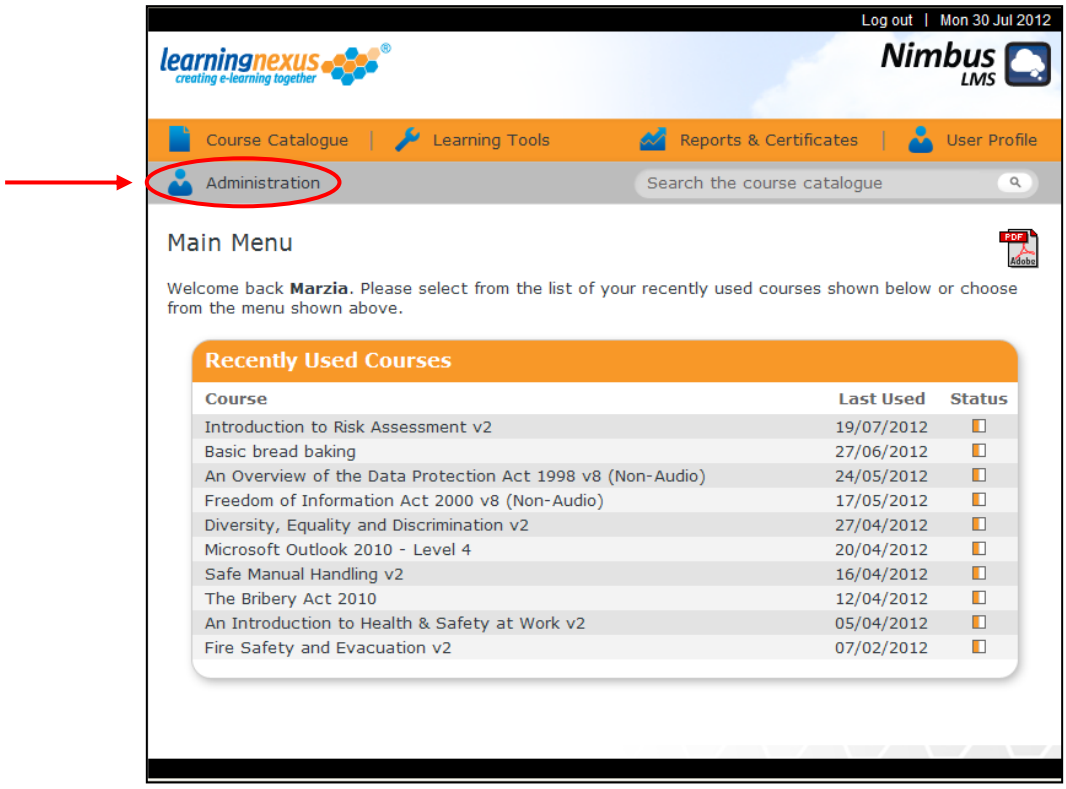
If you retire a user by mistake, or if an employee comes back after having previously left, you will be able to re-activate their account together with all their usage data.

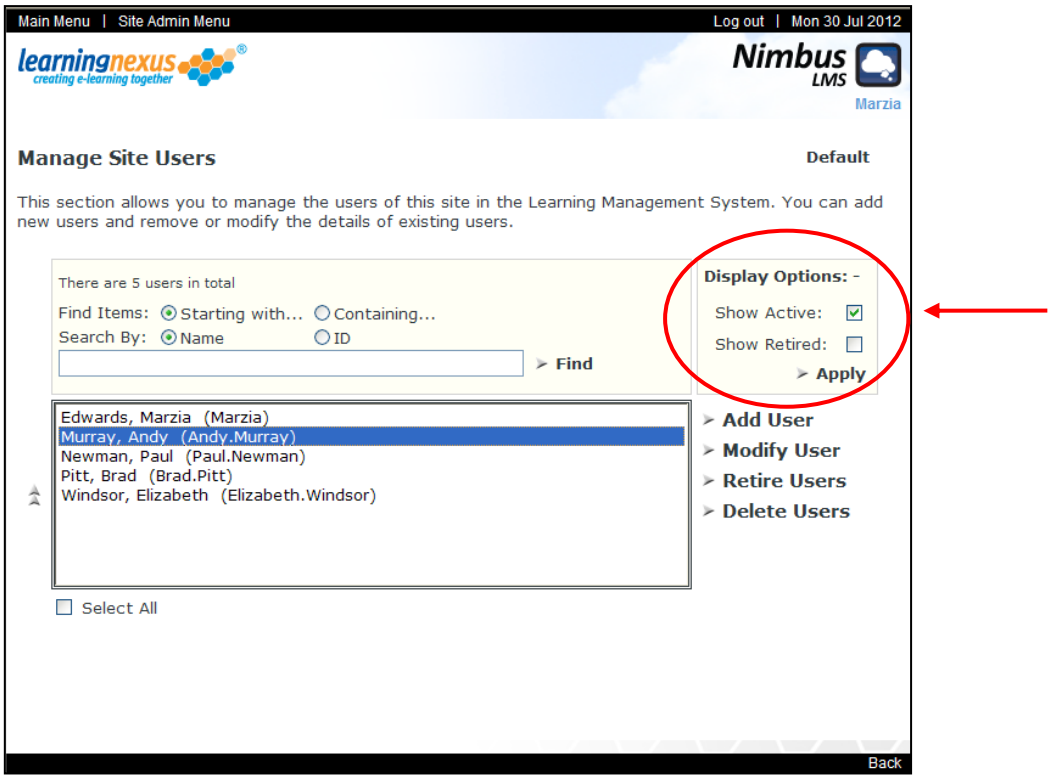
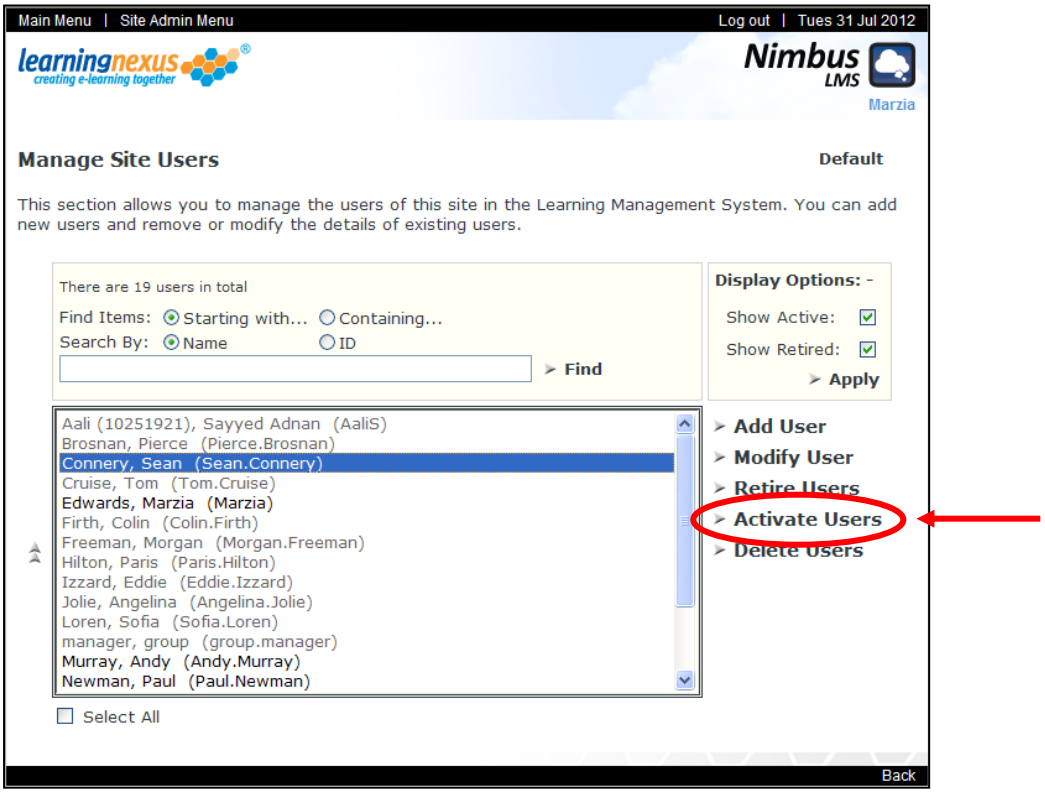
To re-activate a user's account:

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:**



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:**