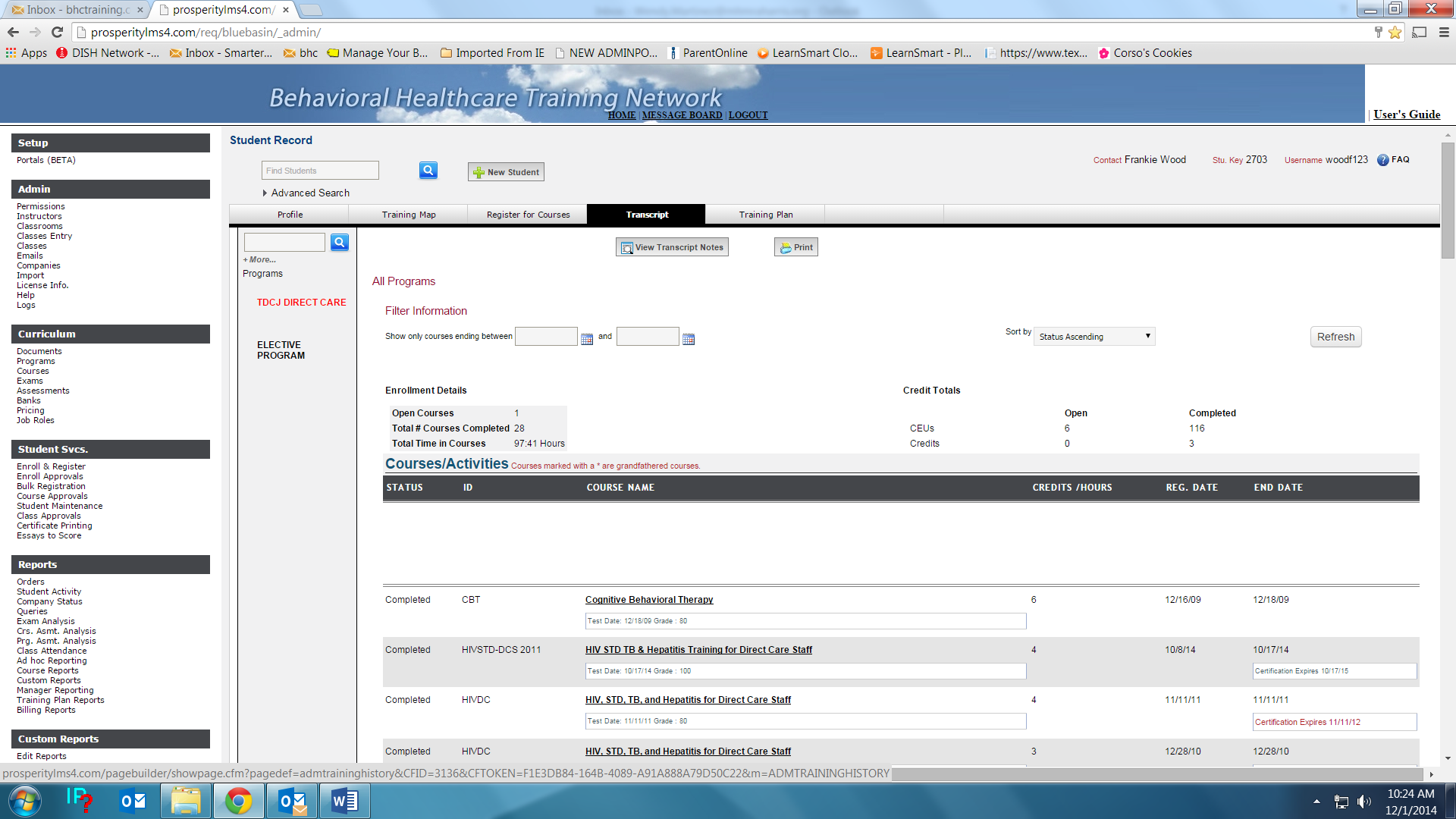
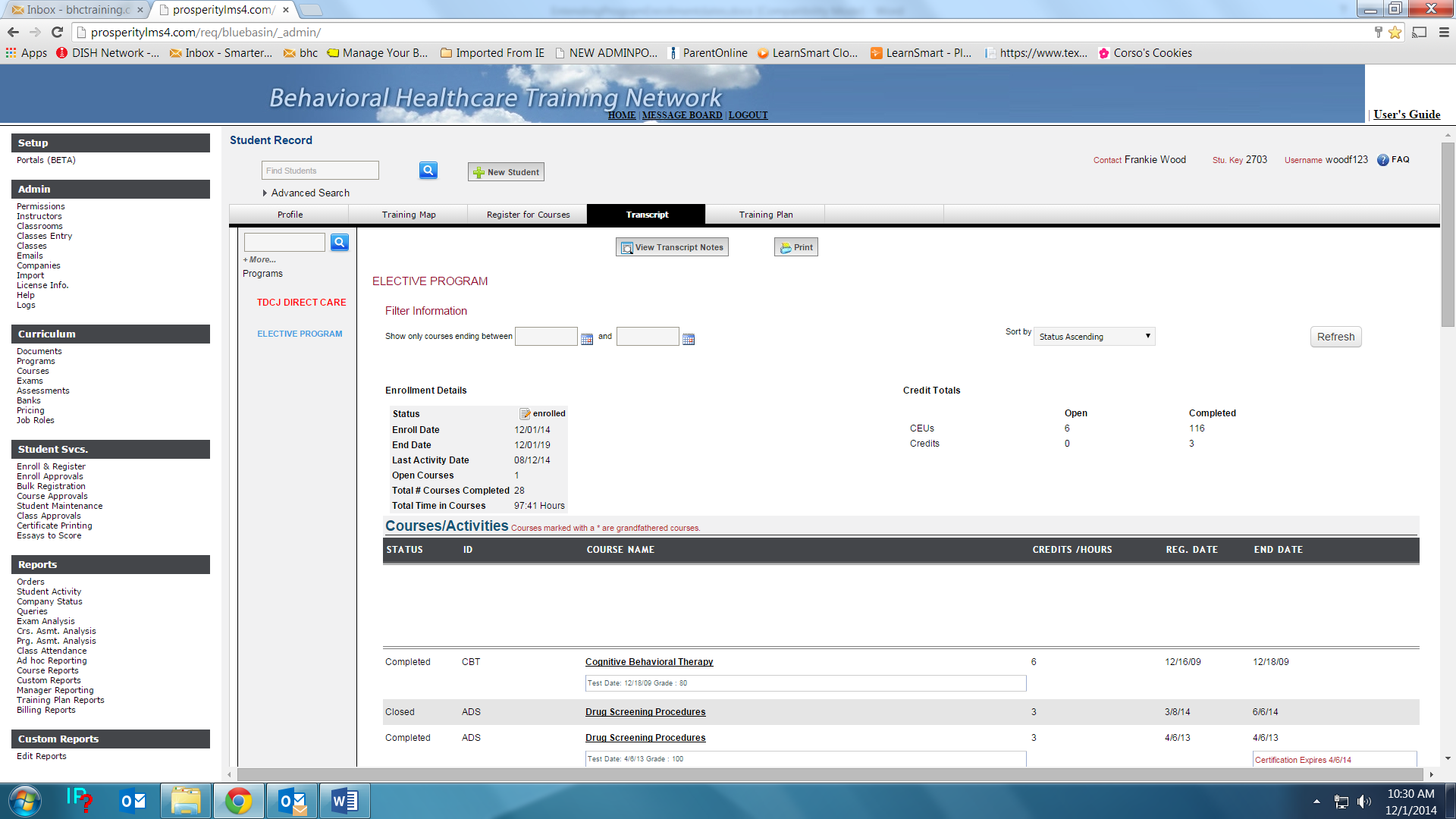
**Re-Activating Terminated Student Accounts**

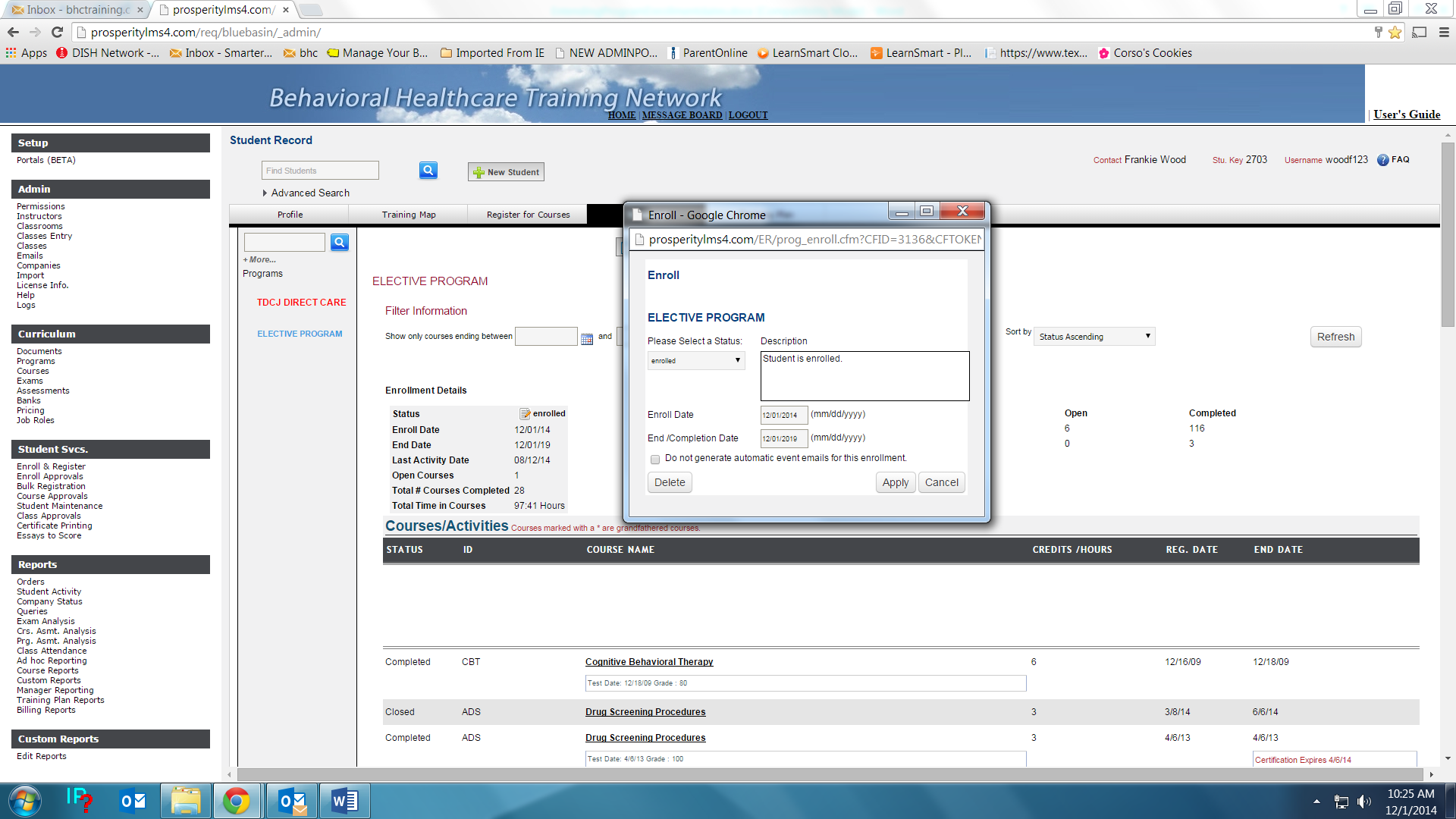
When you have a student quit working for your agency and you inactivate their learning account, this closes out their training programs immediately. Often, the student comes back to your organization. No need to create them a new account. You just need to reactivate their old account. You would start by looking them up, re-checking the Active box and changing their status back to Active. Make sure you have to correct job role in their job role assignment. If not, change it and continue the registration as normal. If all is still the same then follow the instructions below to re-activate their old programs. DO NOT re-register them into the same training programs. This gives them multiples in their menu and just looks messy and confusing.



1. On your students “TRANSCRIPT” tab select the appropriate program.



1. Select the EDIT pencil next to status
2. The box below will appear.



1. Change the Status to Enrolled
2. In the end date field, put a new extended date of 5 years from today and hit APPLY.
3. Make sure you do this for All of their Training Programs.

That’s all you do.