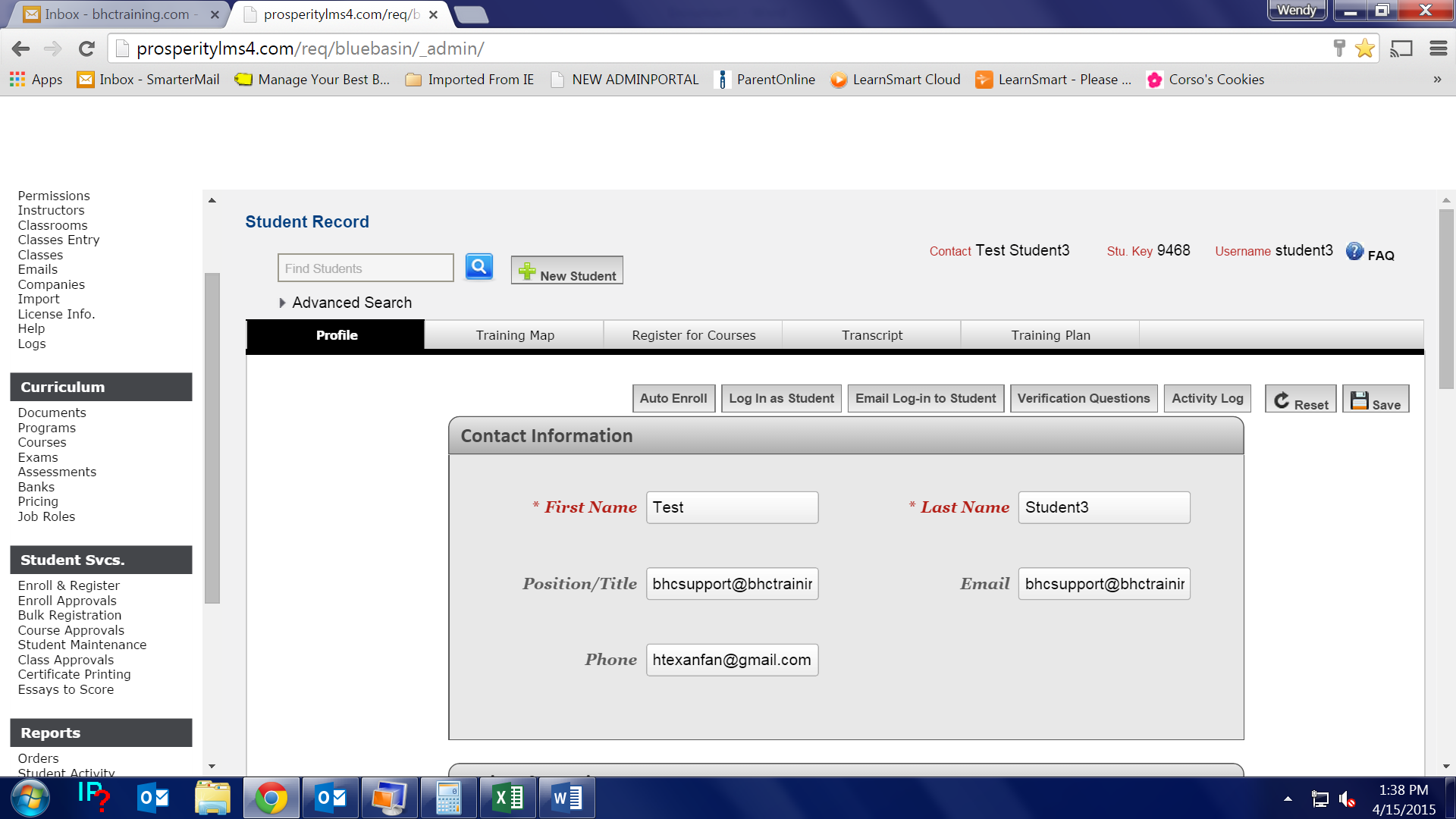
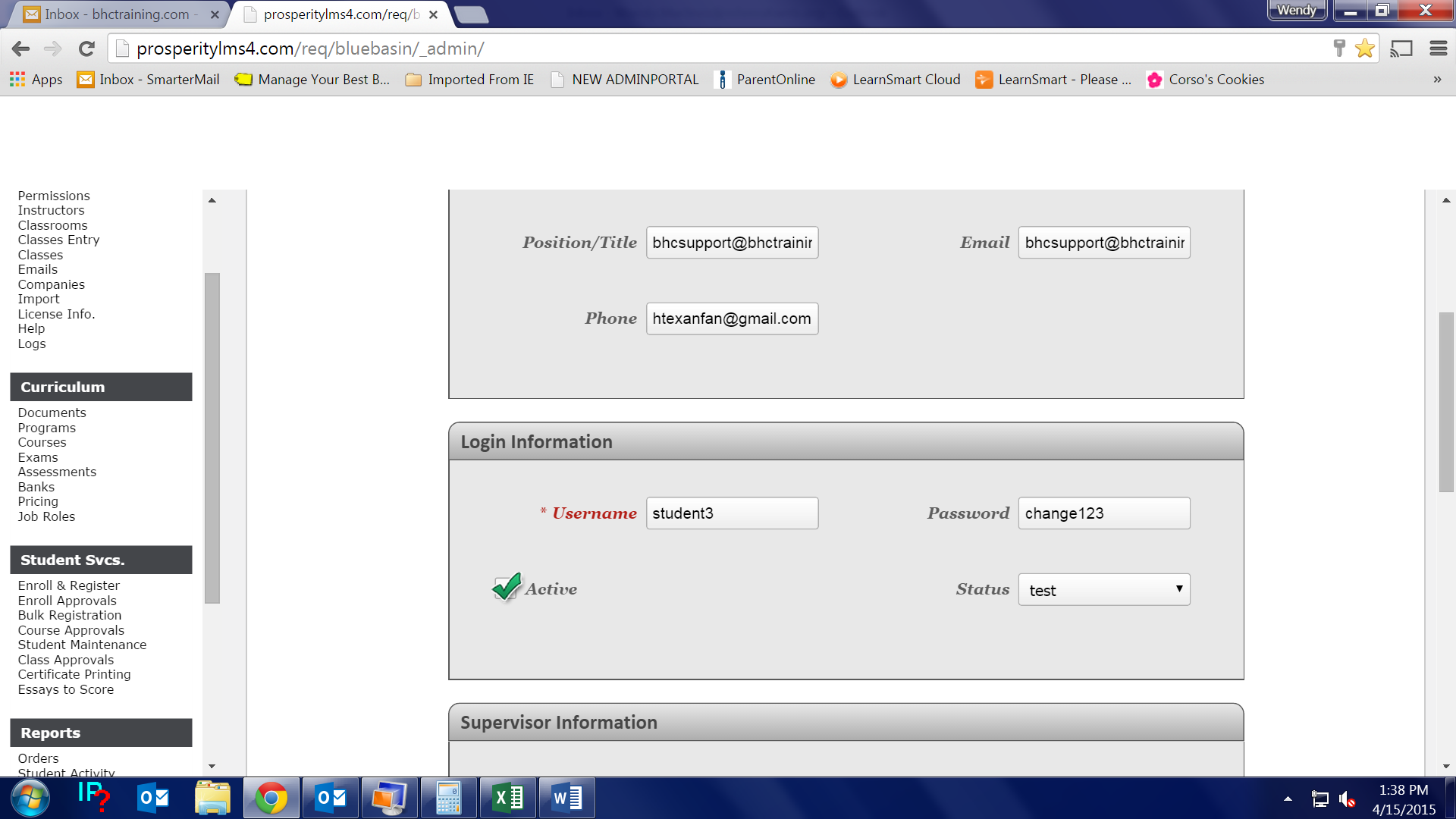
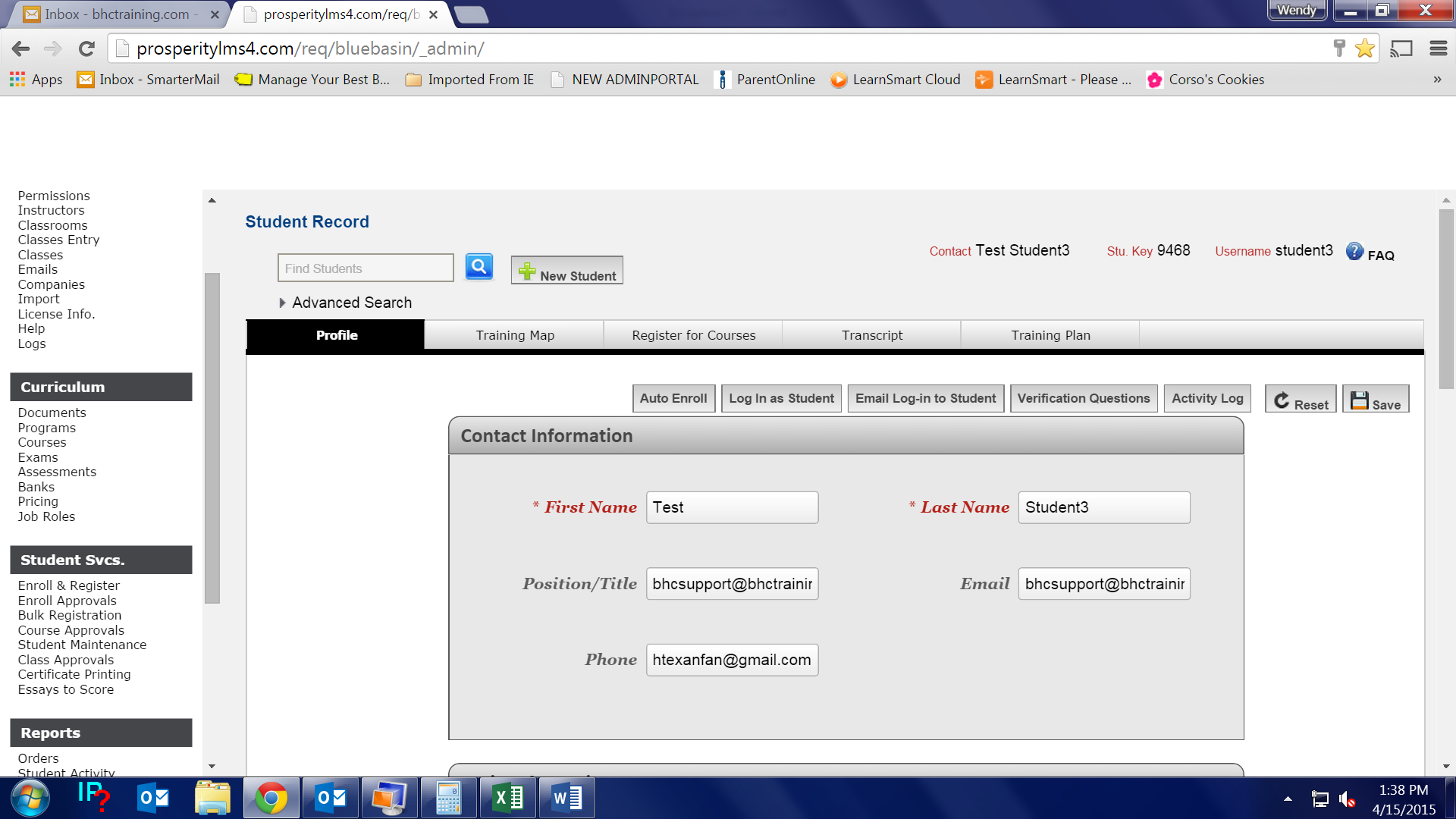
How to Inactivate Students



1. Go to “ENROLL & REGISTER” in the menu under Student Svcs.
2. In the Search window look up your student



1. Under LOGIN INFORMATION on the students Demographic
   1. UNCHECK the ACTIVE
   2. Change “STATUS” to “UNKNOWN” (not closed)



1. HIT SAVE