

Removing Users from Pacific Sites

Minisite Admins (MSAs) have the ability to remove users from their Pacific Minisites, though you will need to contact the CI Service Desk to fully disable the user’s account. You can reach the CI Service Desk at 303.534.3468 x 0 or PartnerSupport@www.colorado.gov.

Follow the instructions below to restrict a user’s access to your Pacific site.

1. Click through the *Edit Minisite* tab > *Group* tab > *People* link. This view will show you a list of all users in the Minisite.

<input type="checkbox"/>	NAME ▲	STATE	ROLES	MEMBER SINCE	REQUEST MESSAGE
<input type="checkbox"/>	ajustice	Active	• OG - Internal Support Administrator	5 months 6 days ago	edit remove
<input type="checkbox"/>	anevarez	Active	• OG - Internal Support Administrator	1 year 3 months ago	edit remove
<input type="checkbox"/>	blawson	Active	• OG - Internal Support Administrator	1 year 6 months ago	edit remove
<input type="checkbox"/>	dhoward	Active	• OG - Internal Support Administrator	1 year 1 month ago	edit remove
<input type="checkbox"/>	echandler	Active	• OG - Internal Support Administrator	1 year 1 month ago	edit remove
<input type="checkbox"/>	jarcher	Active	• OG - Internal Support Administrator	1 year 6 months ago	edit remove
<input type="checkbox"/>	jkirk	Active	• OG - Content Manager	2 months 2 days ago	edit remove
<input type="checkbox"/>	jwathen	Active	• administrator member	1 year 9 months ago	edit
<input type="checkbox"/>	kharrison	Active	• OG - Internal Support Administrator	1 year 6 months ago	edit remove
<input type="checkbox"/>	kjaneway	Active	• OG - Minisite Admin	1 year 9 months ago	edit remove
<input type="checkbox"/>	pherndon	Active	• OG - Internal Support Administrator	9 months 3 weeks ago	edit remove
<input type="checkbox"/>	tarcuri	Active	• OG - Internal Support Administrator	1 year 4 days ago	edit remove
<input type="checkbox"/>	twhatley	Active	• OG - Internal Support Administrator	4 months 2 days ago	edit remove

2. Click the *remove* link that correlates with the user that should be removed from the Minisite. Confirm your selection when the screen advances.

<input type="checkbox"/>	jarcher	Active	• OG - Internal Support Administrator	1 year 6 months ago	edit remove
<input type="checkbox"/>	jkirk	Active	• OG - Content Manager	2 months 2 days ago	edit remove
<input type="checkbox"/>	jwathen	Active	• administrator member	1 year 9 months ago	edit