

How to...

Request the deactivation of a PlanSA-DAP user account



Government of South Australia
Attorney-General's Department



Version 1.0
Software version 3.04.0



User Management for
Relevant Authorities

Staff member leaving the organisation



1. Send an email to the PlanSA Service Desk requesting the deactivation of a staff member's ePlanning system user account.



2. Requestor receives an email from the PlanSA Service Desk with a 'deactivate user' template to complete and instruction to obtain approval by their Organisation Administrator.



3. Organisation Administrator approves the 'deactivate user account' request and advises the PlanSA Service Desk by email.



4. User is deactivated by the PlanSA Service Desk upon receiving the 'deactivate user account' template and Organisation Administrator's approval.



5. Requestor will receive an email from the PlanSA Service Desk advising that the user account deactivation is complete.