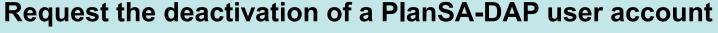
## . .. . . . . . . . . . . . . . . . . .









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.