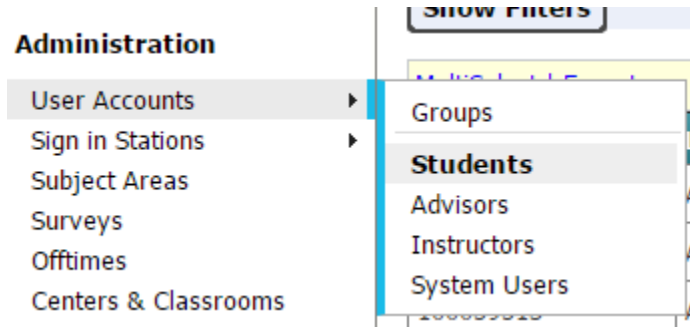


# How to Make an Inactive Student Active

1. In the Accudemia homepage, hover over User Accounts and click students



2. Search for the student by name or by ID

## Students

Create New Edit Delete Print QR Labels

Show Filters

MultiSelect | Export

Student ID	Last Name	First Name	Middle Name
		Amalie	
		Susanne	
		Alison	
		John Anthony	
		Juandalyn	
		Helen Gail	
		Brianna	
		Trenita	

## Students

Create New Edit Delete Print QR Labels

Show Filters

MultiSelect | Export

Student ID	Last Name	First Name	Middle Name
010203040	ACCOUNT	TEST	

Showing 1-1 of 1

3. Highlight the student by clicking on the information

## Students

Create New Edit Delete Print QR Labels

Show Filters

MultiSelect | Export

Student ID	Last Name	First Name	Middle Name
010203040	ACCOUNT	TEST	

Showing 1-1 of 1

4. Click the edit button

**Students**

Create New Edit Delete Print QR Labels

Show Filters

MultiSelect | Export

Student ID	Last Name	
010203040	ACCOUNT	TEST

Showing 1-1 of 1

5. Under "Status" click on the Active check box

**TEST ACCOUNT**

Save Changes Cancel

General Information Profile Student Enrollment

**Sign In Information**

Student ID: 010203040  
Alternate ID/Card: ttest  
Password: (Set Password)

**User Information**

First Name: TEST  
Middle Name:  
Last Name: ACCOUNT  
Admin Comments:  
Gender: -  
Birthdate:

**Contact Information**

Emails: (Edit) (Remove) (Add New) ponce035@cougars.csusm.edu  
Address: (Add New)  
Phone Numbers: (Add New)

**Security**

Is Advisor :   
Is Student:   
Is Instructor:   
Is System User:

**Status**

Active:

**Status**

Active:

6. Click on “Save Changes”

## TEST ACCOUNT

Save Changes	Cancel	
General Information	Profile	Student Enrollment