

User Guide: Delegated Administration Feature- Steps to Modify User Status

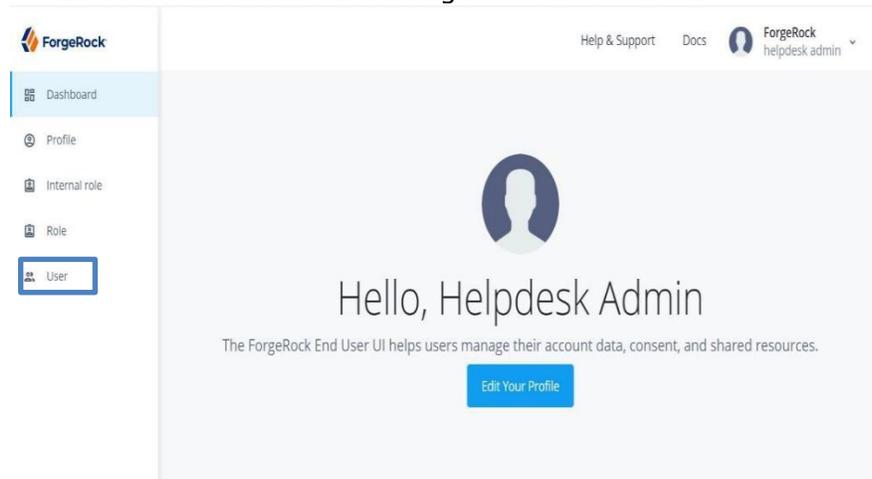
Delegated Administration Portal Link

To access the Delegated Administration Portal please use the following link:
<https://id.calsaws.net/enduser>.

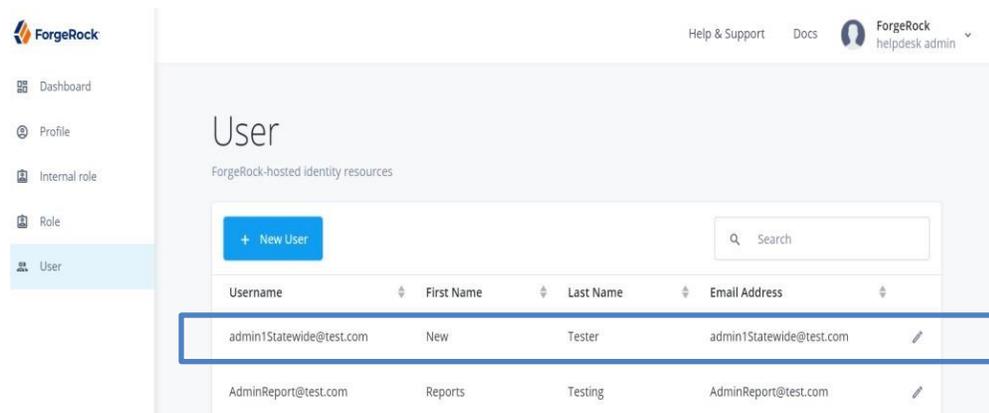
Steps to Enable a User

To enable an existing CalSAWS user you will need to edit the user's status from Expired or Inactive to Active outlined in the steps below. Once a user is enabled, that user will be prompted to perform a password reset. To activate the user's account, the user must check their email to retrieve a unique link for password reset. Please follow the instructions provided in this email to reset your password. Users can also reset their passwords by navigating directly to <https://id.calsaws.net/#/passwordreset>

1. From the dashboard navigate to the User tab



2. Click on the user who you'd like to enable



3. Modify the user's status from Expired or Inactive to Active and click save to confirm the modification (type active in the status bar)

CalSAWS – California Statewide Automated Welfare System

The image displays two screenshots of the CalSAWS user management interface for a user named 'New Tester' (admin1Statewide@test.com). The interface includes a 'Reset Password' button and a sidebar with navigation options: Details, Preferences, Provisioning Roles, Authorization Roles, Direct Reports, and Raw JSON. The main form contains the following fields:

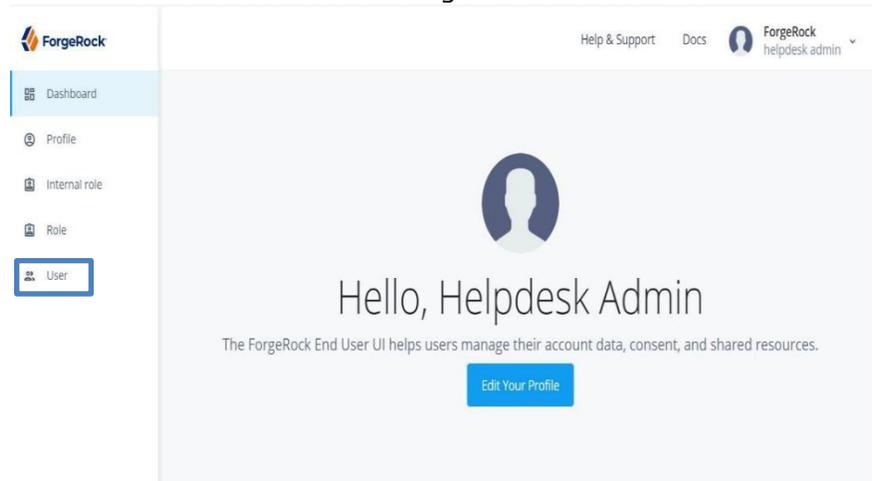
- Username: admin1Statewide@test.com
- First Name: New
- Last Name: Tester
- Email Address: admin1Statewide@test.com
- County Number: 00
- User Type: Staff
- Status: **expired** (highlighted with a blue box in the top screenshot)
- Manager: (dropdown menu)

A 'Save' button is located at the bottom right of the form. In the bottom screenshot, the 'Status' field is set to 'Active' and is also highlighted with a blue box.

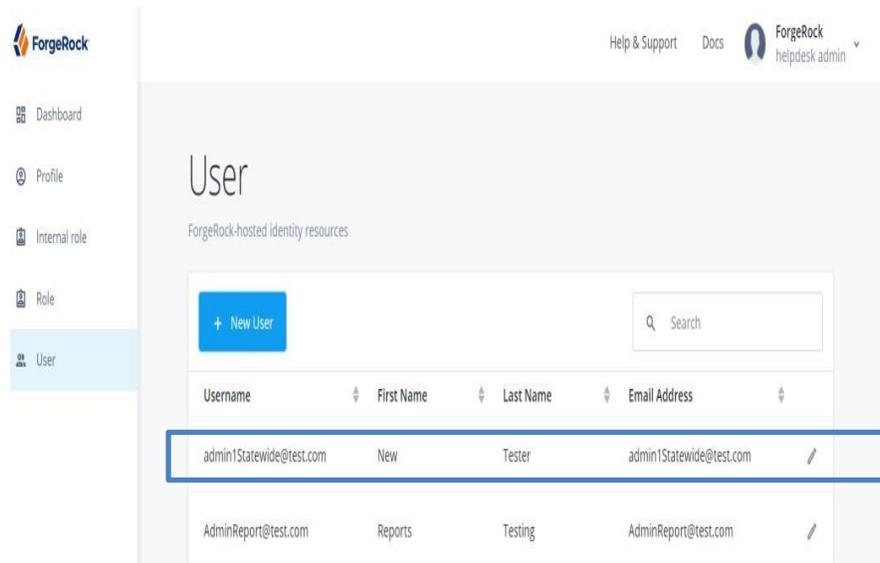
Steps to Disable a User

To disable an existing CalSAWS user you will need to edit the user's status from Active to Inactive outlined in the steps below

1. From the dashboard navigate to the User tab

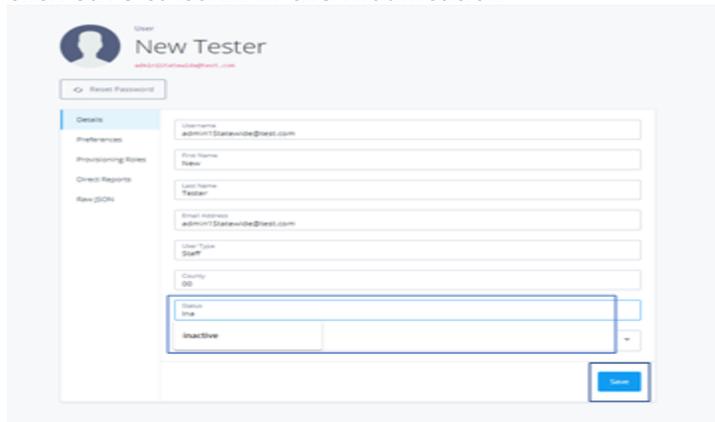


2. Click on the user who you'd like to disable



CalSAWS – California Statewide Automated Welfare System

3. Modify the user's status from Active to Inactive by typing inactive in the status bar and click save to confirm the modification



The screenshot displays the user management interface for 'New Tester'. The 'Details' tab is active, showing a form with the following fields:

- Username: admin@statewide@test.com
- First Name: Admin
- Last Name: Tester
- Email Address: admin@statewide@test.com
- Phone Type: Staff
- Country: US
- Status: Inactive (selected)

A 'Save' button is located at the bottom right of the form.