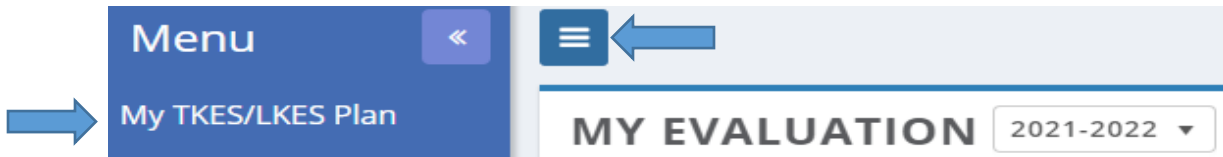


## Deactivating a TLSDp Account

Principals should deactivate accounts for former employees that have separated from the district.

Step 1: Access your side menu and click on My TKES/LKES Plan.



Step 2: Scroll down to your school's roster.

Step 3: Click the checkbox to the left of the separated employee's name. **COMPLETE THIS PROCESS FOR ONE SEPARATED EMPLOYEE AT A TIME.**

The screenshot shows a table titled 'You are viewing Evaluation Year 2021-2022.' with buttons 'SAVE', 'CANCEL', and 'DEACTIVATE STAFF'. The table has columns for various roles: Name, Superintendent, HR Admin, District Admin, Principal, Principal TKES/CP Right Only, Asst. Principal, School Admin, Teacher, Contributing Professional, and Instructional Support. The first row is highlighted with a blue arrow pointing to its checkbox.

|                          | Name       | Superintendent           | HR Admin                 | District Admin           | Principal                | Principal TKES/CP Right Only | Asst. Principal          | School Admin             | Teacher                             | Contributing Professional | Instructional Support    |
|--------------------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|--------------------------|-------------------------------------|---------------------------|--------------------------|
| <input type="checkbox"/> | [REDACTED] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| <input type="checkbox"/> | [REDACTED] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| <input type="checkbox"/> | [REDACTED] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |

Step 4: Above the roster, click DEACTIVATE STAFF.

The screenshot shows the same table as in Step 3, but with a blue arrow pointing to the 'DEACTIVATE STAFF' button above the table.

|                          | Name       | Superintendent           | HR Admin                 | District Admin           | Principal                | Principal TKES/CP Right Only | Asst. Principal          | School Admin             | Teacher                             | Contributing Professional | Instructional Support    |
|--------------------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|--------------------------|-------------------------------------|---------------------------|--------------------------|
| <input type="checkbox"/> | [REDACTED] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| <input type="checkbox"/> | [REDACTED] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| <input type="checkbox"/> | [REDACTED] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |

Step 5: Click Submit.

Step 6: Follow the above process for each separated employee.