CBAT Job Aide (2)

How to Remove a User's access to a Department in the CBAT system

1. **Only those individuals with administrative rights will be able to change a USER's profile in the CBAT system**

2. **To update a USER's profile and/or change a user's access privilege in the CBAT system, the CBAT Administrative Team will need to select the" Administration" icon in the upper right hand of the CBAT system**
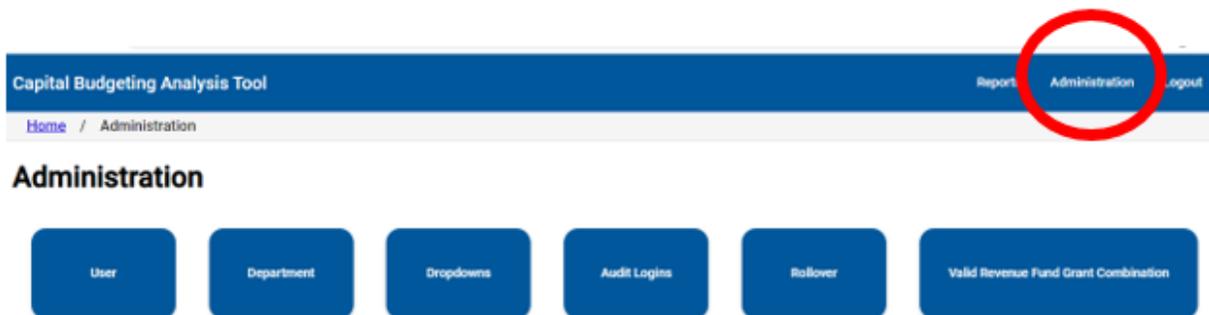
3 **Next, select the "USER" icon**
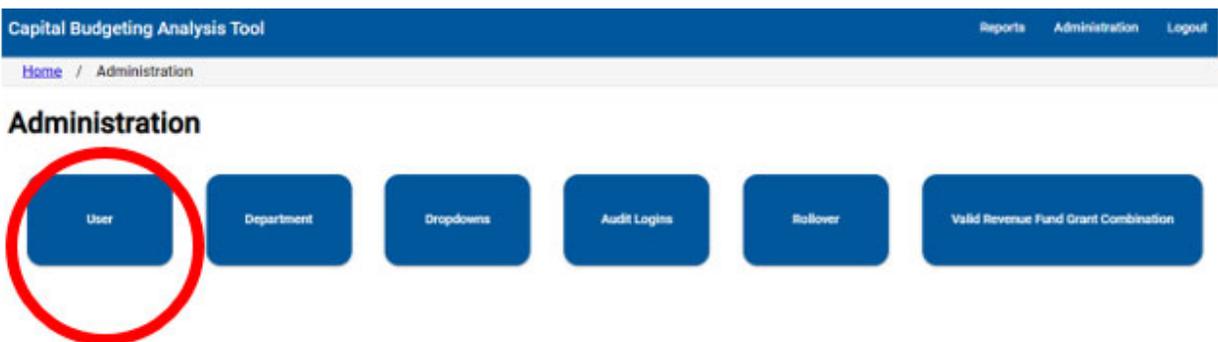
4 **Next, type in the USER's full name or ekey number on the "Search Users" line**
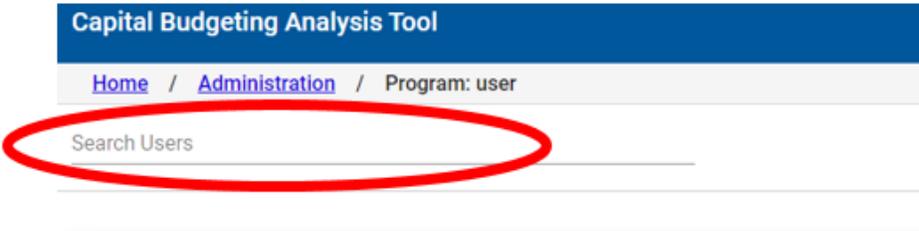
5 **Once the USER's name and/or ekey # has been typed in on the "Search Users" line, the CBAT system will provide a list of departments the USER has been given access privilege to**
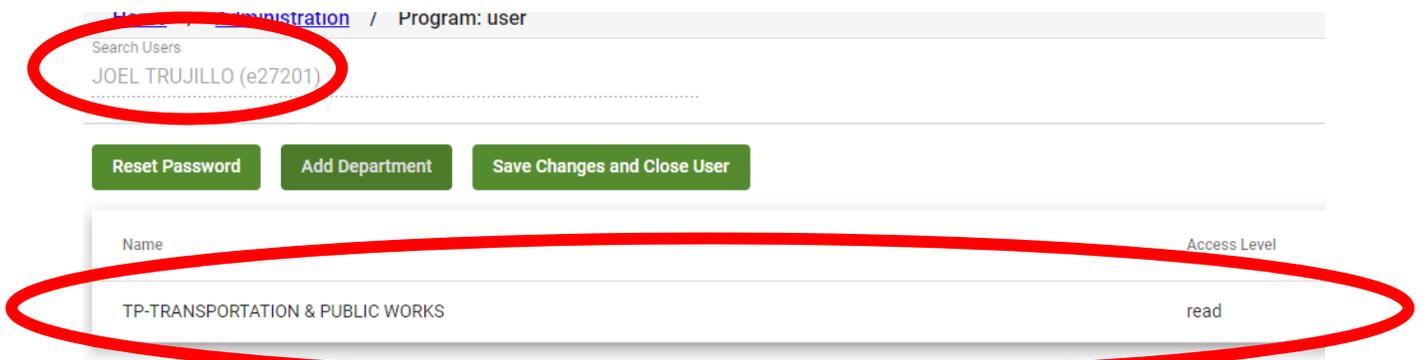
6 **To remove a USER's access to a department, simply click on the department name and a selection of icons will appear**
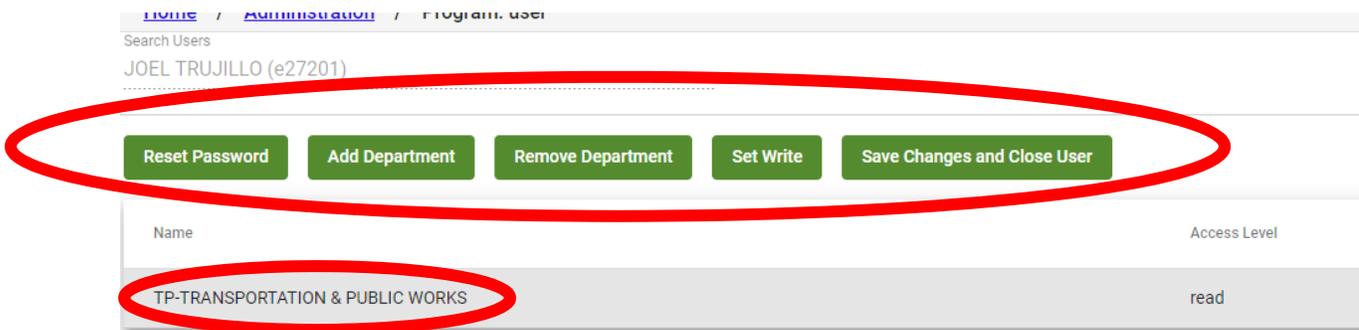
7 Next, select the "Remove Department" icon

Search Users
JOEL TRUJILLO (e27201)

Reset Password | Add Department | **Remove Department** | Set Write | Save Changes and Close User

Name	Access Level
TP-TRANSPORTATION & PUBLIC WORKS	read

8 Then select "Save Changes and Close User" when finished to complete the process

Search Users
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Reset Password | Add Department | Remove Department | Set Write | **Save Changes and Close User**

Name ↑	Access Level
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