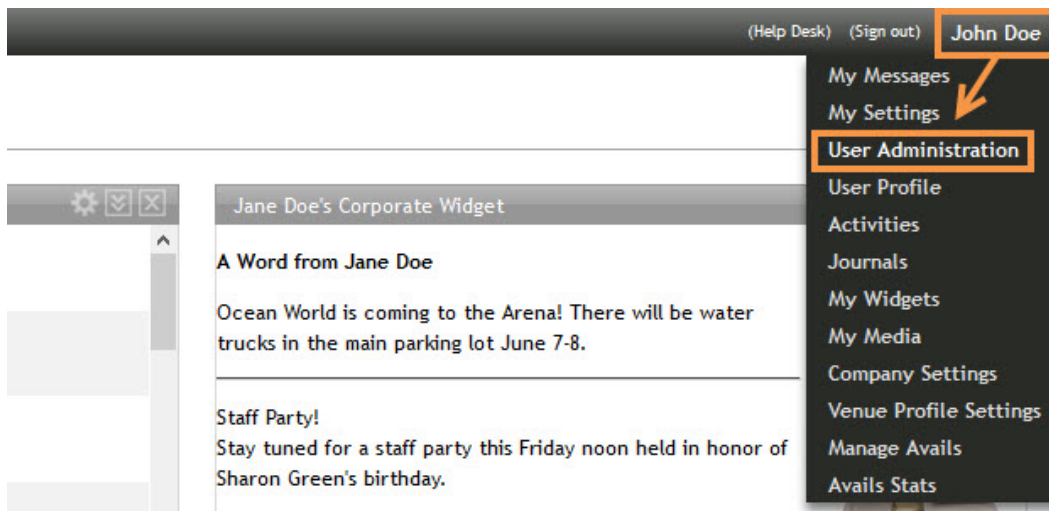# Activating a Disabled User

Updated: May 20, 2015

This tutorial will walk you through using the user administration page to activate a user that has been previously disabled. Please note that this feature is only available to users with administrative permissions.

Activating a Disabled User

1. Hover over your name in the upper-right corner of the browser window.
2. Click **User Administration**.

3. Click **show disabled users**.

4. Click the name of the user you would like to activate.

5. Click the down arrow on the green edit button.
6. Click **Activate User**.

7. Type a new password for your user, or leave the randomly generated password in the field.
8. Select whether you would like your user to receive a password reset email or a new user email.
9. Click **Save**.

Your user will again be listed as an active user on the user administration page.

User Administration

New User

ACTIVE USERS

View Only: 7 of 5
Full: 8 of 5

show disabled users

NAME	USERNAME	PRIMARY EMAIL	LAST LOGIN	ACTIONS
Avails, Test	TestAvails	support@eventbooking.com	10/10/2012	Reset Password
Bytheway, Owen	obytheway	owen.bytheway@eventbooking.com	01/01/0001	Reset Password
Doe, Jane	janed	taniajmatthews@yahoo.com	10/16/2013	Reset Password
Doe, John	johnd	johnd@ebbeta.com	10/16/2013	Reset Password