

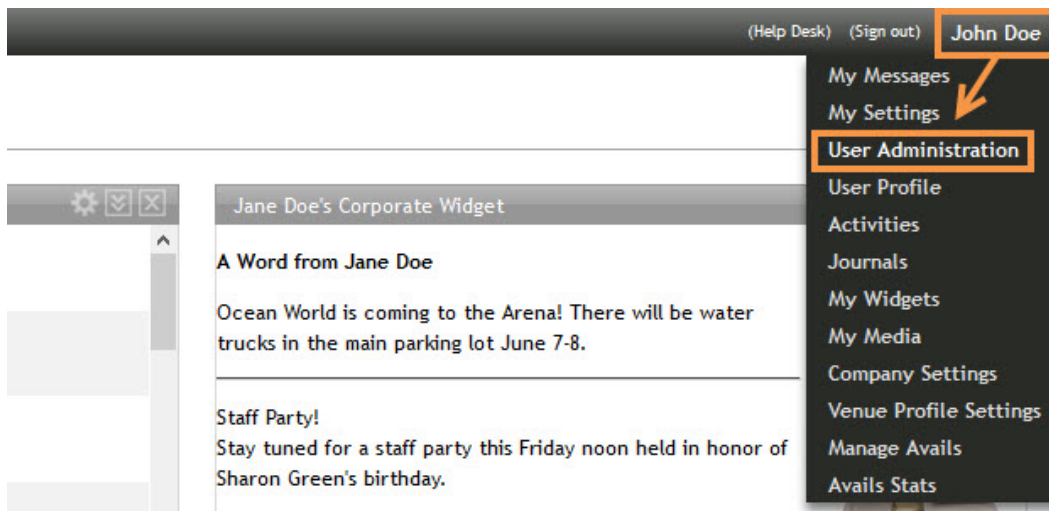
Activating a Disabled User

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**.

A screenshot of the 'User Administration' page. At the top, there is a search bar and a 'New User' button. Below the header, there is a table of users. A button labeled 'show disabled users' is highlighted with a box. The table has columns for NAME, USERNAME, PRIMARY EMAIL, LAST LOGIN, and ACTIONS. The table contains three rows of user data.

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

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

eventbooking.com Search

User Administration New User

hide disabled users

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

ACTIVE USERS
View Only: 7 of 5
Full: 7 of 5

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

eventbooking.com Search

Owen Bytheway (obytheway) DISABLED Edit

Activate User
Assign permissions from other user

EMAIL ADDRESSES Add Email

Main	owen.bytheway@eventbooking.com	

[Edit](#) [show unassigned profiles](#)

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**.

Reset Password

New Password

Notification

Save Cancel

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

eventbooking.com

User Administration [New User](#)

[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

ACTIVE USERS
View Only: 7 of 5
Full: 8 of 5