

1. Deactivate all students before the start of the new school year. When students are deactivated, the unit is returned to the **Enterprise Holding Bin** and the unit is now available.
 - a. Option 1. Send student eAMS file with all user status as “D” to sftp site for nightly processing.
 - b. Option 2. Login to the www.myaccess.com site with the district admin account information . Locate “Manage Student Accounts.” Use filters to select “All schools,” active status, number of rows and change status to “deactivate.”

2. Verify that units have been returned to the eAMS holding bin. From district main menu select “View Orders.” Use the filter to locate eAMS Holding bin School. Verify that the deactivated units have been returned to the eAMS account.

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SOFTWARE ORDERS																
View	Inv.#	PO#	eAMS Total Accts. Purch.	eAMS Total Accts. Used	Order Date	Product Name	School Name	Accts. Distr.	Unit Price This Sale	Agr. Status	Accts. Used	Exp. Date	Approved/Denied Date	Created By	Status	Option
1	20902	392338	22350	5137	2018-08-27	MY Access!-EAMS sku	Enterprise AMS Holding Bin School	17030	2.67308206	✓	0	2020-06-03	2018-08-27	Deborah Kusek	✓	



MY Access!® EAMS End of Year Procedures

3. Deleting students. Please post the eAMS file to your sftp site for students that need to be “removed” from MY Access. **Note.** This process will remove ALL students and associated data (and cannot be reversed). Usernames will be made available to be used by new students. Vantage recommends that a district clearly define and agree upon this process (what grades/students, when).
2. Please contact MY Access!® Customer Service for additional assistance at (800) 322-0848 or support@myaccess.com.