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.

    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.

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.