## 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

						$\frown$	-
Capital Budgeting Analysis Tool Report							ogout
Home / Administration							
Administration							
User	Department	Dropdowns	Audit Logins	Rollover	Valid Revenue	Fund Grant Combinat	ion

3 Next, select the "USER" icon

Capital Budgeting Analysis Tool				Reports	Administration	Logout
Home / Administration						
Administration User Department	Dropdowns	Audit Logins	Ballover	Valid Revenue I	Fund Grant Combins	tion

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

Search Users JOEL TRUJILLO (e27201)	
Reset Password Add Department Save Changes and Close User	
Name	Access Level
TP-TRANSPORTATION & PUBLIC WORKS	read

6 To remove a USER's access to a department, simply click on the department name and a selection of icons will appear

Search Users					
JOEL TRUJILLO (	e27201)				
Reset Password	Add Department	Remove Department	Set Write	Save Changes and Close User	
Name					
Runic					Access Ferei

## 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 JOEL TRUJILLO (e27201)				
Reset Password Add Department	Remove Department	Set Write	Save Changes and Close User	
Name 🛧				Access Level
TP-TRANSPORTATION & PUBLIC WORKS				read