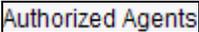
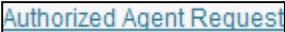
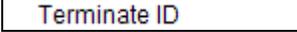


Request Termination of Existing User ID Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Authorized Agents link. 
3.	Click the Authorized Agent Request link. 
4.	Use the Query by Example (QBE) line to narrow search for an existing User ID.
5.	To populate grid, click the Find button. Authorized Agent will only be able to view User IDs associated with Employees in their Agency of responsibility. 
6.	Indicate the User ID you want to Terminate by clicking the radio button in one of the rows containing the User ID.
7.	Click the Select button. 
8.	User ID and Address Number populate with User information. Grid populates with ALL roles associated with the User ID. To terminate the User ID, it is not necessary to terminate existing roles independently.
9.	Click the Form button. 
10.	Click the Terminate ID menu. 
11.	Click the OK button. 
12.	Requested Role grid column populates with TERM for all roles associated with User ID.
13.	Click the OK button. 
14.	Termination request routes directly to EnterpriseOne Security. Click the Close button. 
15.	End of Procedure.

