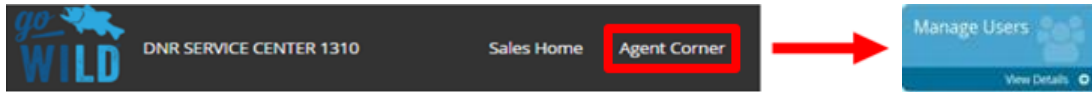


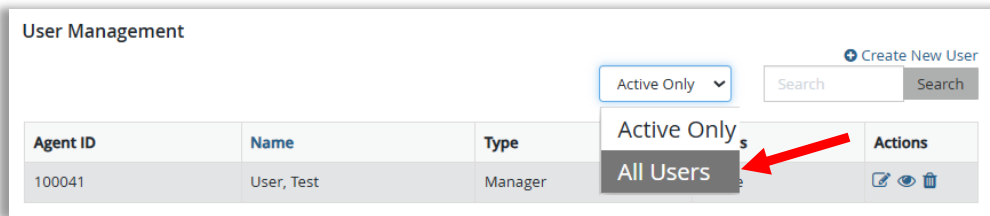
Reactivating User IDs


If a user account on the system has been deactivated, you are able to reactivate the user right on the sales kiosk. *Note: Only users with manager permissions may edit users.*

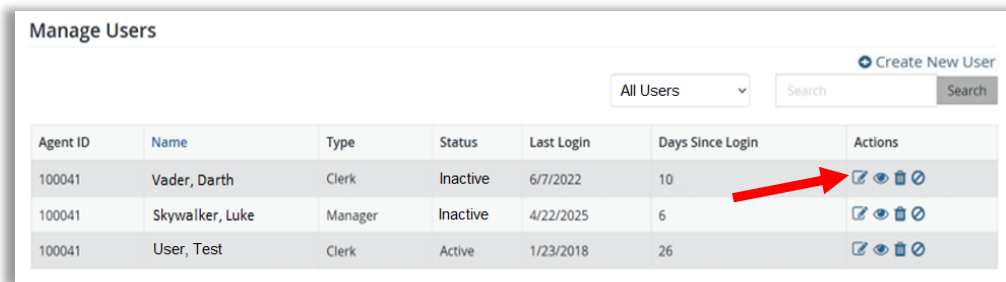
- Make sure you are logged in under a manager user. Select the [Agent Corner](#) link near the top of the screen and then choose the [Manage Users](#) button



- The **Manage Users** screen will default to list all active users currently on the agent account. To open a list of all users, click on the dropdown and select **All Users**.



- Find the user you wish to reactivate and touch the  icon to open edit mode.



- Select the dropdown field and select **Active**. This will reactivate that user, and they will once again be able to log in using those credentials. Select Save Changes to return to the Manage Users page.

A screenshot of the 'Edit Agent User' form. It shows fields for Agent ID (100041), First Name (Darth), Last Name (Vader), Username (Vader1), and Password. A red arrow points to the 'Status' dropdown menu, which is currently set to 'Inactive'. There are also buttons for 'Cancel', 'Reset Password', and 'Save Changes'.