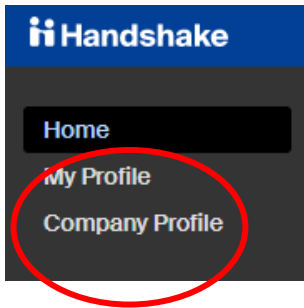




How to Remove or Reinstate a Representative from Your Department Page in Handshake

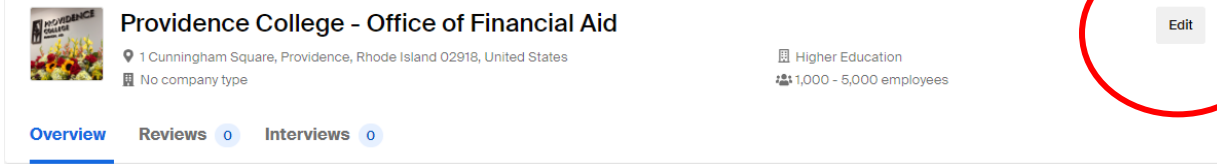


If you need to remove a Teammate from your page (i.e. left the college/department or no longer hiring students) you can deactivate their accounts. Deactivation will make them invisible on your Teammate list and prevent them from accessing their account in anyway.



1

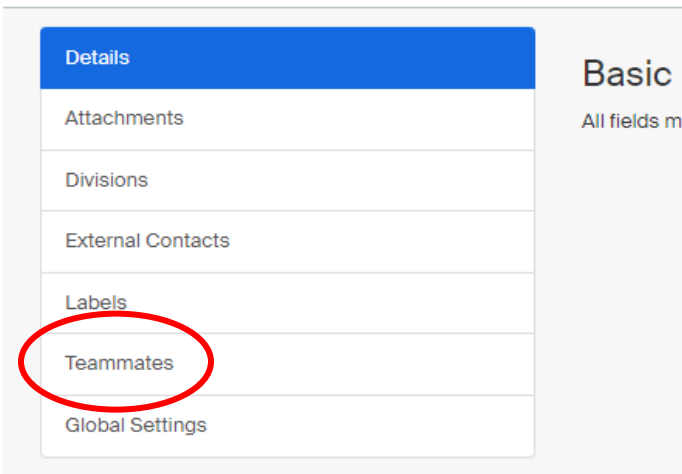
Select Company Profile (from left hand menu)



2

Select Edit

Providence College - Office of Financial Aid



3

Select Teammates

Role	Visible on Company Profile	Seat Type	Status	
Representative	Yes	Core	Registered	...
Representative	Yes	Core		<ul style="list-style-type: none"> View profile Edit user Make visible on Company Profile Transfer ownership

4

Click the three dots to the far right on the profile you want to deactivate

Select Edit User from the drop down menu

Role: Deactivated ▼

Read more about roles in our [help article](#)

Number:

Format: +15556667777

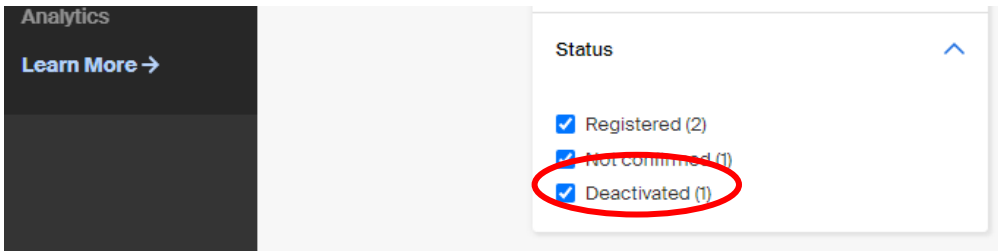
Cancel **Update User**

5

Locate the Role field and select Deactivated from the drop down menu

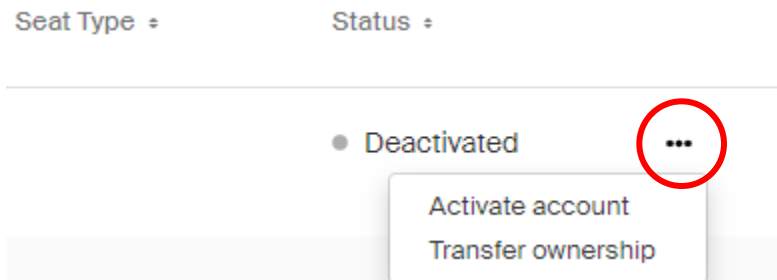
Click Update User

The deactivated teammate will disappear from your Teammate list



⑥

If you want to reactivate a teammate, make sure the Deactivated option is checked off under the Status menu so they reappear on your teammate list



⑦

Click the three dots to the far right on the profile you want to reactivate

—
Select Activate account from the drop down menu

Role Deactivated 

[Read more about roles in our help article](#)

Number

Format: +15556667777

8

Locate the Role field and select Deactivated from the drop down menu

Click Update User

The deactivated teammate will disappear from your Teammate list