**How to Activate/Inactivate Account (GLAT)**

* Type “GLAT” into Colleague



* To Activate an account enter “A” for “Activate or Inactivate” (To Inactivate type “I”) …For this example we will inactivate an account. Same process (just use “A”) to activate
	+ Enter “I” in “Activate or Inactivate” box



* + Click on the magnifying glass box to select the account to inactivate – Then Click on “Select List”



* + Identify the account to be inactivated as shown below



* + Select “Save All”
	+ This brings you back to the main screen (shown below)
	+ Enter “Y” for “Proceed with Activation” ( In this example it’s an inactivation)



* + Select “Save All” “Hold for Output (“H”) and “N” for background mode
	+ The below will appear confirming Activation/Inactivation

