Pediatric Blood and Marrow Transplant
Adult Blood and Marrow Transplant
Stem Cell Laboratory

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DOCUMENT NUMBER:	COMM-PAS-021 JA1

DOCUMENT TITLE:

Disable a User Account in MasterControl

DOCUMENT NOTES:

Document Information

Revision: 01	**Vault:** COMM-PAS-rel
Status: Release	**Document Type:** COMM-PAS

Date Information

Creation Date: 20 Jun 2025	**Release Date:** 01 Jul 2025
Effective Date: 01 Jul 2025	**Expiration Date:**

Control Information

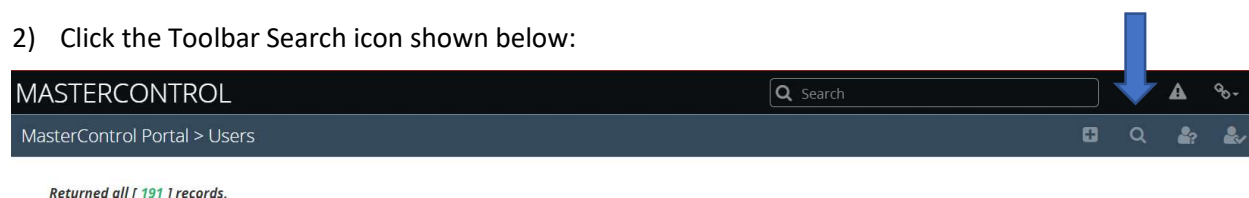|	
Author: MC363	**Owner:** MC363
Previous Number: None	**Change Number:** PAS-CCR-043

COMM-PAS-021 JA1
Disable a User's Account in MasterControl

1) Search for the user account via Portal > User Management >Users
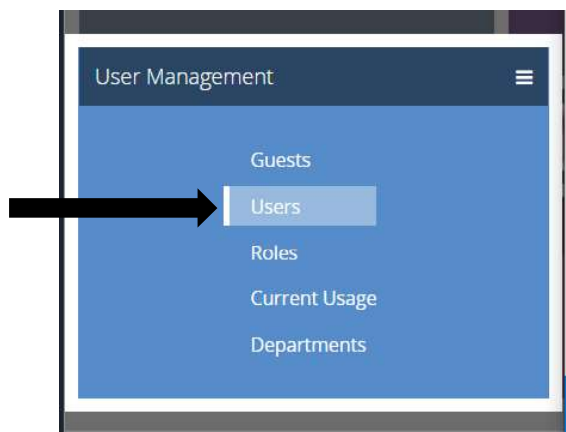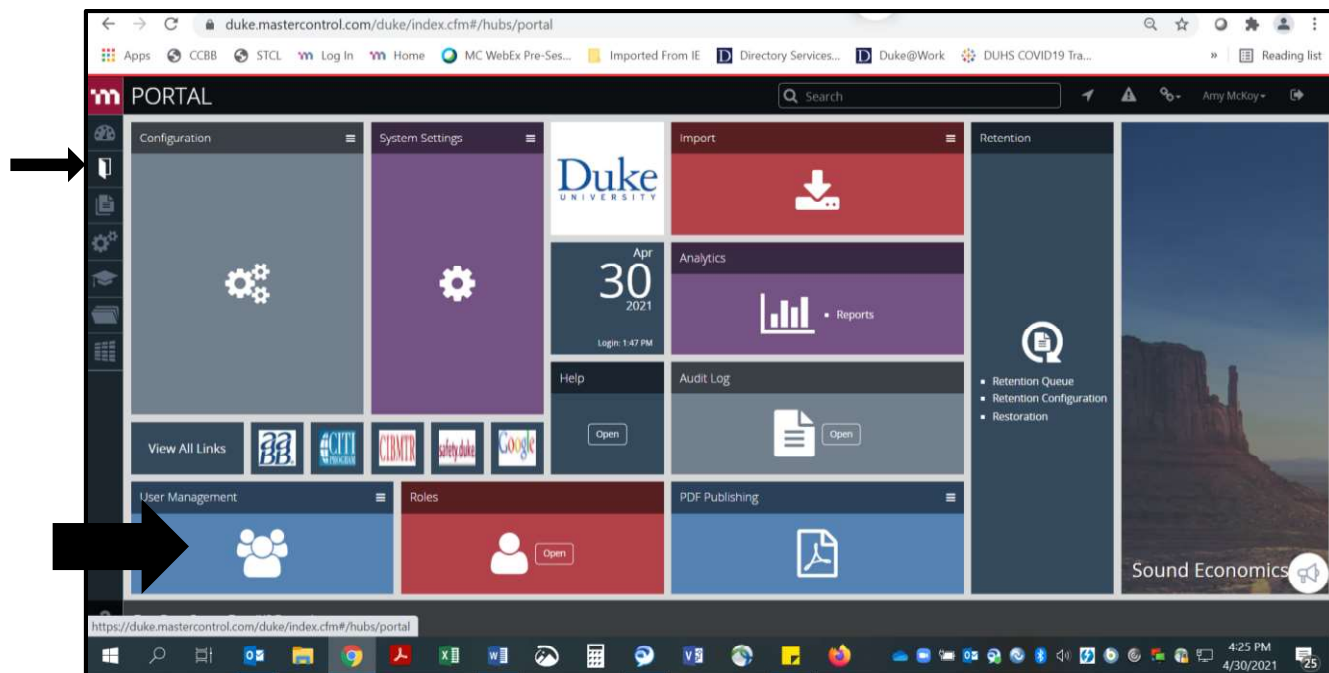
2) Click the Toolbar Search icon shown below:

COMM-PAS-021 JA1 Disable a User's Account in MasterControl
APBMT Clinical Quality Program (CQP), Duke Cancer Institute (DCI)
Durham, NC   Page 1 of 7
CONFIDENTIAL - Printed by: VLP18 on 03 Jul 2025 10:32:38 am

COMM-PAS-021 JA1
Disable a User's Account in MasterControl

3) Type the user name into the Simple Search field:

4) Go to the Personal Information tab and remove the email address.

5) Go to the Account Information tab (see screenshot below).

COMM-PAS-021 JA1 Disable a User's Account in MasterControl
APBMT Clinical Quality Program (CQP), Duke Cancer Institute (DCI)
Durham, NC
Page 2 of 7
CONFIDENTIAL - Printed by: VLP18 on 03 Jul 2025 10:32:38 am

COMM-PAS-021 JA1
Disable a User's Account in MasterControl

a) Select the radio button to the right of "Account Locked" under the Login Password and Electronic Signature.
b) Print screen the Selected Roles field as shown below and paste into a Word file. The name of the file should be "User Name Roles and Job Codes". Enter a heading at the top of the document: "User Name – Roles and Job Codes Date.

Note: Do not remove role(s) from the user account at this point.

c) Save and enter the reason: "Preparing to disable account."

COMM-PAS-021 JA1 Disable a User's Account in MasterControl
APBMT Clinical Quality Program (CQP), Duke Cancer Institute (DCI)
Durham, NC   Page 3 of 7
CONFIDENTIAL - Printed by: VLP18 on 03 Jul 2025 10:32:38 am

COMM-PAS-021 JA1
Disable a User's Account in MasterControl

6) Go to the Portal Search and enter the username (in order to find the user Trainee InfoCard).
   a) Click Training > Trainees folder and click the View InfoCard icon under the Actions column for the Released revision.

b) InfoCard opens to the Trainee Tab (navigation tabs are on the right-hand side of the InfoCard).
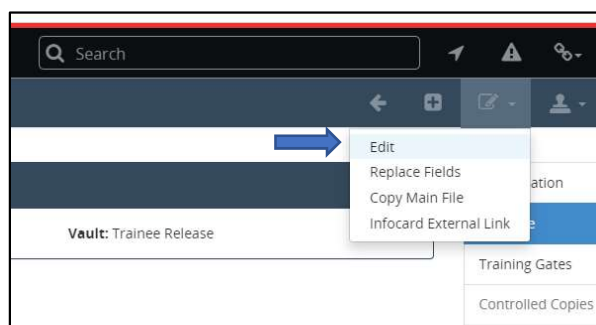

c) Print screen the Released Job Codes. Paste the print screen capture into the same Word file created in step 5b. Save the Word file as a PDF.

COMM-PAS-021 JA1 Disable a User's Account in MasterControl
APBMT Clinical Quality Program (CQP), Duke Cancer Institute (DCI)
Durham, NC

Page 4 of 7
CONFIDENTIAL - Printed by: VLP18 on 03 Jul 2025 10:32:38 am

COMM-PAS-021 JA1
Disable a User's Account in MasterControl

7) Edit the Trainee InfoCard.

a) Enter Termination Date
b) Remove Selected Job Codes. See screenshot below.

c) Add note to Information Tab similar to the one below.

COMM-PAS-021 JA1 Disable a User's Account in MasterControl
APBMT Clinical Quality Program (CQP), Duke Cancer Institute (DCI)
Durham, NC   Page 5 of 7
CONFIDENTIAL - Printed by: VLP18 on 03 Jul 2025 10:32:38 am

COMM-PAS-021 JA1
Disable a User's Account in MasterControl

d) Go to the Attachments & Links Tab; select the plus icon on the Attachments bar.
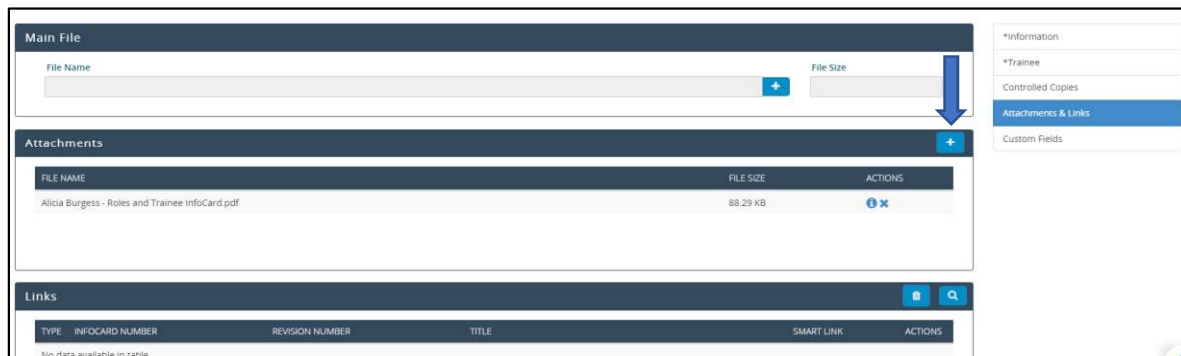
e) Select the PDF file containing the Roles and Job Codes and click Upload.
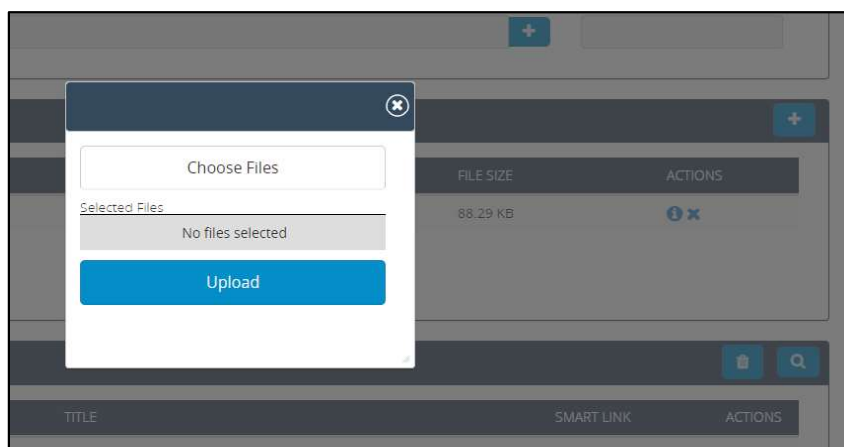
f) Save the InfoCard (button is at bottom right).

8) **Quick Approve** the InfoCard by selecting the Stamp icon drop-down menu at top-right corner and clicking Quick Approve.

COMM-PAS-021 JA1 Disable a User's Account in MasterControl
APBMT Clinical Quality Program (CQP), Duke Cancer Institute (DCI)
Durham, NC

Page 6 of 7

COMM-PAS-021 JA1
Disable a User's Account in MasterControl

9) In the Quick Approval window that populates, enter "Archiving Trainee InfoCard." Click "Show Dates" and enter today's date. Then click the **Submit** button.

10) Return to the User Account as in step 1 by selecting Portal > User Management >Users.
    a) Remove the Selected Roles
    b) Toggle the Account Status switch at the top-left corner to **Disabled**.

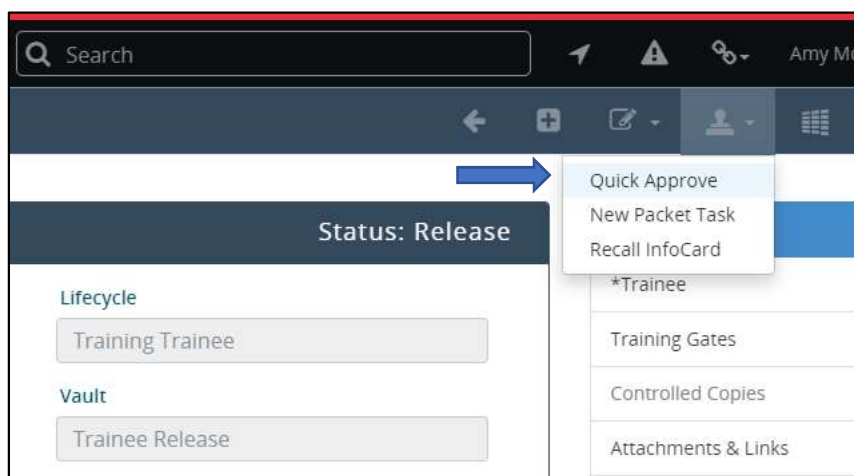   c) Save. Reason is "Disabled user account. Initials and date."

COMM-PAS-021 JA1 Disable a User's Account in MasterControl
APBMT Clinical Quality Program (CQP), Duke Cancer Institute (DCI)
Durham, NC   Page 7 of 7
CONFIDENTIAL - Printed by: VLP18 on 03 Jul 2025 10:32:38 am

Signature Manifest

Document Number: COMM-PAS-021 JA1   **Revision:** 01

Title: Disable a User Account in MasterControl

Effective Date: 01 Jul 2025

All dates and times are in Eastern Time.

COMM-PAS-019 FRM3 -- COMM-PAS-021 JA3

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Document Release

Name/Signature	Title	Date	Meaning/Reason
Amy McKoy (ACM93)	Document Control Specialist	30 Jun 2025, 05:47:22 PM	Approved