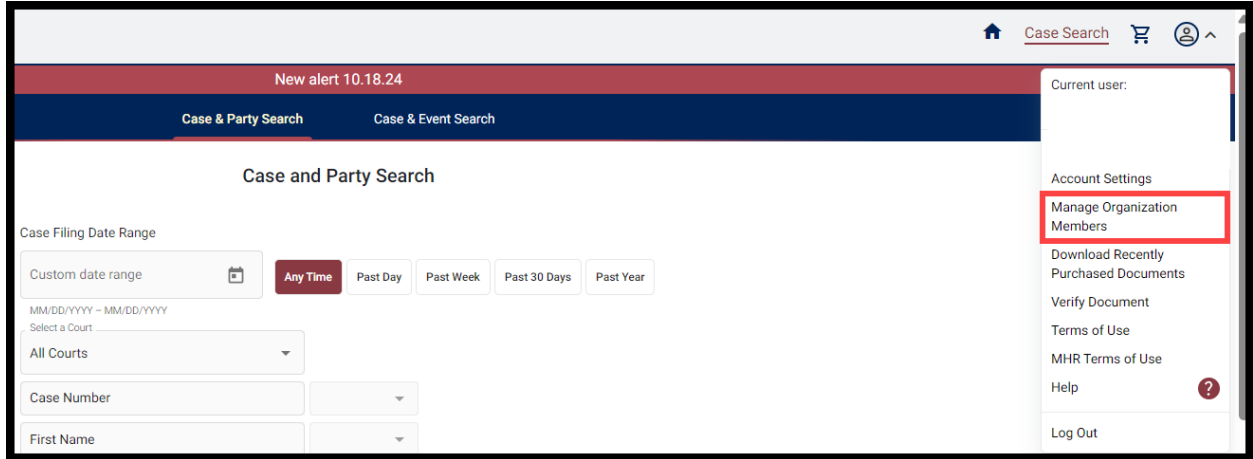


eAccess

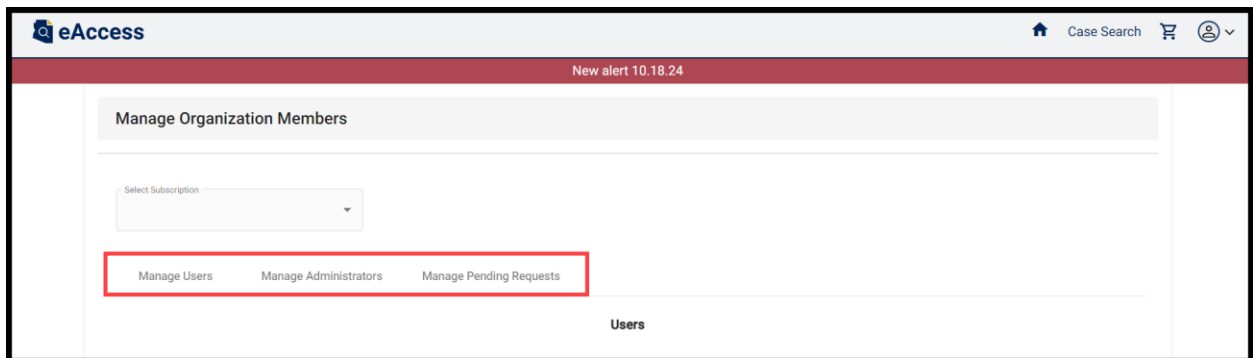
Manage Organization Members

1. Log in to eAccess: <https://eaccess.azcourts.gov/>
2. In the upper-right corner of the page, select the **User icon** > Select **Manage Organization Members**



3. The next screen will have three tabs.

- [Manage Users](#) • [Manage Administrators](#) • [Manage Pending Requests](#) •



4. **Manage Users** is specific to users who were not granted administrative capabilities or have had their administrative capabilities removed.

Manage Users			Manage Administrators	Manage Pending Requests	
Users					
Email	First Name	Last Name	Phone Number	User Status	Actions
[redacted]@gmail.com	David	Diaz	Not Entered	Pending	[Deactivate] [Promote to Admin] [Delete]
[redacted]@gmail.com	Daniel	Diaz	Not Entered	Pending	[Deactivate] [Promote to Admin] [Delete]
[redacted]@gmail.com	Diego	Diaz	Not Entered	Pending	[Deactivate] [Promote to Admin] [Delete]

- a. **Add New User:** During this step you can decide while adding a user if they should be created with or without administrator capabilities. We have additional training documentation for adding users here: [Adding New User as an Administrator](#)

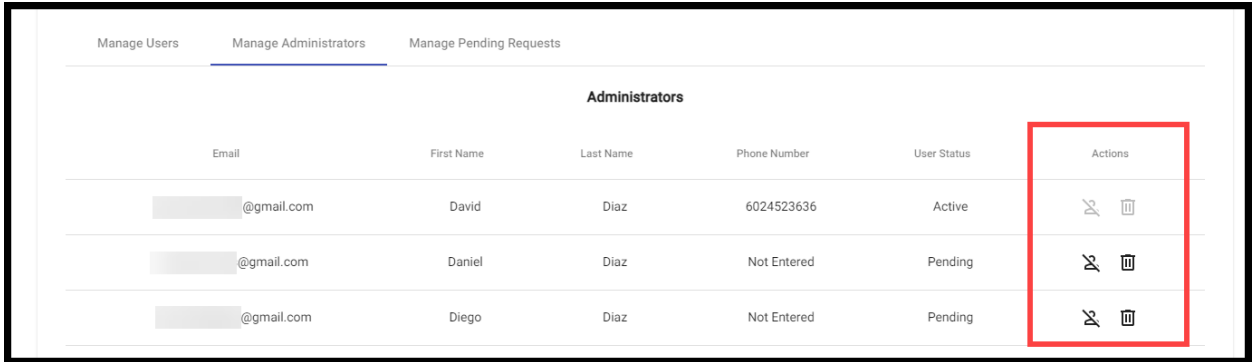
- b. **Actions:**

Activate/Deactivate User: The first icon in the Actions column allows an organization administrator to deactivate or activate any member.







Add as an Admin: The second icon allows an organization administrator to change a user's capabilities to that of an administrator. Once the pop up is confirmed the user will then appear in the "Manage Administrators" tab where further Actions can be taken.

Remove User: The third icon allows an organization administrator to remove a user from the organization.

5. **Manage Administrators** is specific to users that were created with administrative capabilities or users that have had administrative capabilities granted later.



The screenshot shows the 'Manage Administrators' tab with a table of administrators. The table has columns for Email, First Name, Last Name, Phone Number, User Status, and Actions. The Actions column is highlighted with a red box and contains two icons: a power icon for deactivating/activating a user and a trash icon for removing an administrator.

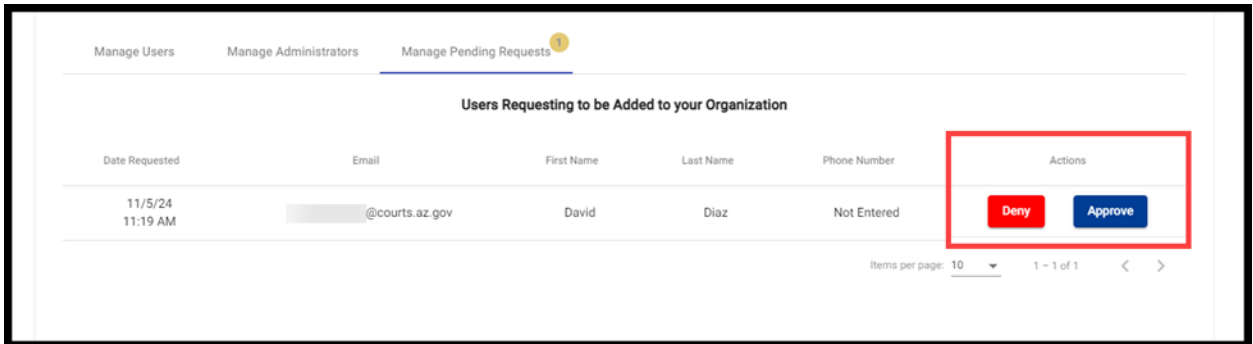
Email	First Name	Last Name	Phone Number	User Status	Actions
@gmail.com	David	Diaz	6024523636	Active	 
@gmail.com	Daniel	Diaz	Not Entered	Pending	 
@gmail.com	Diego	Diaz	Not Entered	Pending	 

a. **Actions:**



Activate/Deactivate User: The first icon in the Actions column allows an organization administrator to deactivate or activate any member.

Remove Administrator: The second icon allows an organization administrator to demote an administrator's capabilities to that of a user. This is a two-part action. After it is confirmed that this user should not have admin capabilities, you will need to decide if the user should stay in your organization or not. If the user's administrator capability is removed, the user will appear on the 'Manage Users' tab.

6. **Manage Pending Requests** this tab will have a numbered notification alerting the administrator that action needs to be taken.



The screenshot shows the 'Manage Pending Requests' tab with a table of users requesting to be added to the organization. The table has columns for Date Requested, Email, First Name, Last Name, Phone Number, and Actions. The Actions column is highlighted with a red box and contains two buttons: 'Deny' and 'Approve'.

Date Requested	Email	First Name	Last Name	Phone Number	Actions
11/5/24 11:19 AM	@courts.az.gov	David	Diaz	Not Entered	 

- a. **Actions:** Deny and approve can only be done from this tab. Be aware that there is no pop-up window to confirm either decision.

If a request to join the organization is denied, the user will receive an email informing them of the denial.

If a request to join the organization is approved, the user will receive an email with instructions to complete the registration process.

