Remove staff access to your school's online file storage platform

To remove a staff member's access to your school's online file storage platform and remove access to Faculty drive files, see the steps below.

Prerequisites:

- A school staff member with access to Manage Staff Access (MSA) or Access Management Utility (AMU).
- A school team member who has 'Owner' permissions in the MS Team. (**MS Teams** only)

If you do not have a staff member with this level of access, please contact EDConnect by logging an online ticket or calling 1300 32 32 32.

MS Teams

- Step 1 Remove permissions to the online file storage platform via MSA (or AMU -SRS).
- Step 2 Change member from 'Owner' to 'Member' if required.
- Step 3 Remove staff member from the school's Team.

Google

Step 1 – Remove permissions to the Faculty file storage platform via MSA (or AMU - SRS).

Removing staff access with MSA

How to approve access using Manage Staff Access:			
From the Manage Staff Access page, click on the staff member, then	Staff Access Staff Access Delegates	cess ← Back	Armidale City Public School • 🕫
on the application.	Settings Pending Requests Request History	(PLAN2) - Assessing Literacy and Numeracy application	AC Alison Cornall School Teacher
Uncheck the access level to remove		Admin Assessing Literacy & Numeracy - PLAN2 and Best Start assessment applications- admin panel	
access.		Reports Assessing Ulteracy & Numeracy - PLAN2 and Best Start assessment applications- standard user rights only	
The change is saved immediately.		Supervisor Assessing Literacy & Numeracy - PLAN2 and Best Start assessment applications - standard user rights only	
Note that access levels associated with a role type are greyed out and		User Assessing Numeracy and Literacy. BestStart kindergarten assessment data entry for Action Plan schools only	2
cannot be removed.*			



How to approve access using Manage Staff Access:

*Roles assigned by the system to permanent staff cannot be removed or modified as this is automated by IT systems.

You cannot remove a role that you have manually assigned to a casual or temporary user through MSA.

To do this, log an incident in Remedy. In the incident, specify the user and the role that you want to remove.



Microsoft Teams

Once a staff member has had their permission removed as above, access to the school's Microsoft Teams channel is removed by the principal or other owners of the school's Microsoft Team channel.

How to remove staff from the school's team in MS Teams:		
1. Click the ellipsis () next to the school's MS Team name.	Lychee Tree HS All Faculty team General Faculty Drive	
2. Click on Manage team .	 ➢ Hide ℘ Manage team ℘ Add channel ℘ Add member ℘ Leave the team ℘ Edit team ⓒ Get link to team ⊘ Manage tags ⑰ Delete the team 	
3. Find the staff member's name to be removed from the list. If they are a MS Teams Owner, select the drop-down menu next to Owner and select Member .	Search for members Calcal C	
 4. Now, locate the staff member under Members and guests at the bottom of the list. 5. Click the X next to Member to remove the staff member. 	Search for members Members and guests (6) Wember v x	