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 on the application.

Uncheck the access level to remove access.

The change is saved immediately.

Note that access levels associated with a role type are greyed out and 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.
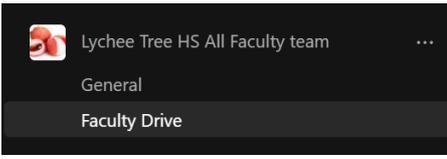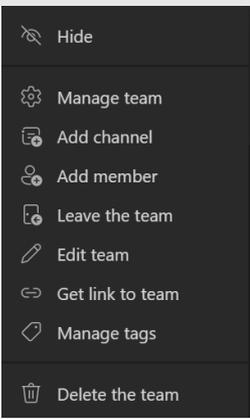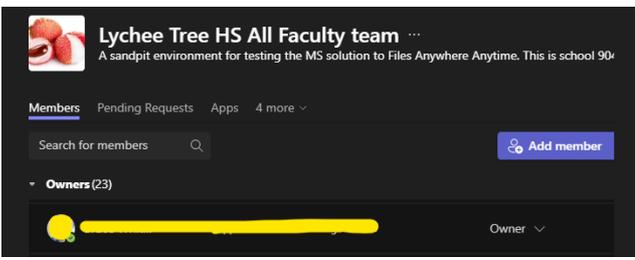
How to remove staff from the school's team in MS Teams:	
1. Click the ellipsis (**…**) next to the school's MS Team name.	
2. Click on **Manage team**.	
3. Find the staff member's name to be removed from the list. If they are a MS Teams Owner, select the drop-down menu next to **Owner** and select **Member**.	
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.	