

NF Members and Employees

How to deactivate a NF Member profile when they are no longer working for your National Federation

There is a NF Member who is no longer working for your National Federation?

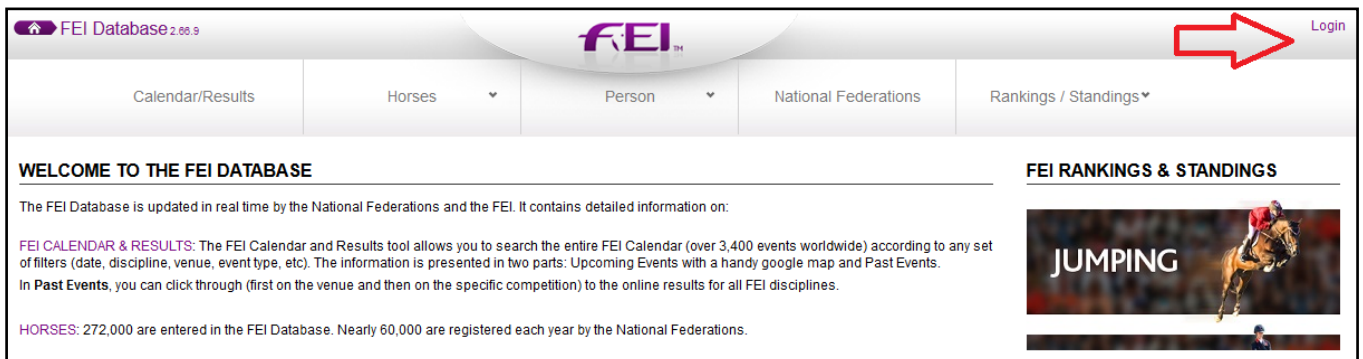
There is a NF Member who no longer requires access to the FEI IT platforms?

When a NF Member no longer requires access or no longer works for your National Federation there are three main things that need to be done:

1. Remove their access from their FEI account so they can no longer perform actions on the FEI IT platforms
2. Add an End date to their NF Function on their profile
3. Change their email address to a non-NF email address on their account

Please note: only NF USER ADMIN can deactivate NF Member profiles

Step 1: Go to the FEI Database (<https://data.fei.org>) and login with your FEI ID number and password



Find the Person in question using the **Person - Search** function.

Step 2: On their profile, scroll down to the bottom and untick all tick boxes that they no longer require.

If they no longer work for your Federation, please make sure all tick boxes are unticked.

NF Members and Employees

Roles

FEI Documents	<input type="checkbox"/> NF			
NF Entry Member	<input type="checkbox"/> NF Dressage Entry Admin <input type="checkbox"/> NF Endurance Entry Admin <input type="checkbox"/> NF Jumping Entry Admin <input type="checkbox"/> NF Para Dressage Entry Admin <input type="checkbox"/> NF Reining Entry Admin	<input type="checkbox"/> NF Dressage Entry Consult <input type="checkbox"/> NF Endurance Entry Consult <input type="checkbox"/> NF Jumping Entry Consult <input type="checkbox"/> NF Para Dressage Entry Consult <input type="checkbox"/> NF Reining Entry Consult	<input type="checkbox"/> NF Driving Entry Admin <input type="checkbox"/> NF Eventing Entry Admin <input type="checkbox"/> NF Jumping IS Admin <input type="checkbox"/> NF Para Driving Entry Admin <input type="checkbox"/> NF Vaulting Entry Admin	<input type="checkbox"/> NF Driving Entry Consult <input type="checkbox"/> NF Eventing Entry Consult <input type="checkbox"/> NF Jumping IS Consult <input type="checkbox"/> NF Para Driving Entry Consult <input type="checkbox"/> NF Vaulting Entry Consult
NF Member	<input type="checkbox"/> NF Bidding Admin <input type="checkbox"/> NF Horse Admin <input type="checkbox"/> NF PET Admin <input checked="" type="checkbox"/> NF User Admin	<input type="checkbox"/> NF Calendar Admin <input type="checkbox"/> NF Horse Injury Admin <input type="checkbox"/> NF PTV Admin <input checked="" type="checkbox"/> NF WebServices	<input type="checkbox"/> NF Entry Admin <input type="checkbox"/> NF Medical Admin <input type="checkbox"/> NF Result Admin	<input type="checkbox"/> NF Eventing Schedule Admin <input type="checkbox"/> NF Person Admin <input type="checkbox"/> NF Result Consult
Other	<input type="checkbox"/> NF IT Admin			
Veterinarian	<input type="checkbox"/> Applicant Permitted Treating Vet			

Please note: to untick NF User Admin and NF WebServices please contact the FEI: usersupport@fei.org

Step 3: Go to the **NF Member** section to add an **End date** to their NF Function

Click on the name of the Function to open the pop-up window:

The image shows two screenshots. The left screenshot is the 'NF Member' profile page, where the 'Function' field is highlighted with a red box. A green arrow points from this field to the right screenshot, which is the 'NF MEMBER FUNCTION' pop-up window. In this window, the 'End date' field is highlighted with a red box, and the 'Ok' button is also highlighted with a red box.

Enter the relevant **End date** and click on **OK**

Step 4: Make sure the email address of the NF Member is changed to non-NF email address. Go to the bottom of their profile page and enter a new/other email address in the **New email address field** then click on **Change email address**.

NF Members and Employees

Login

Status **Active**
Login (FEI ID) **10135623**

Account suspended

Email Address **sarah.test@info.com**

New email address **sarah123@gmail.com**

You will receive an email with a link to enter your password, to check his personal details. That will confirm the email address change.

Change email address

They will receive an email on their new address to confirm the change of email address.

If you need any assistance in deactivating NF Members or if you wish that the FEI verifies that everything is correct and up to date for your NF Members, please don't hesitate to contact: usersupport@fei.org

Unique solution ID: #1028

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