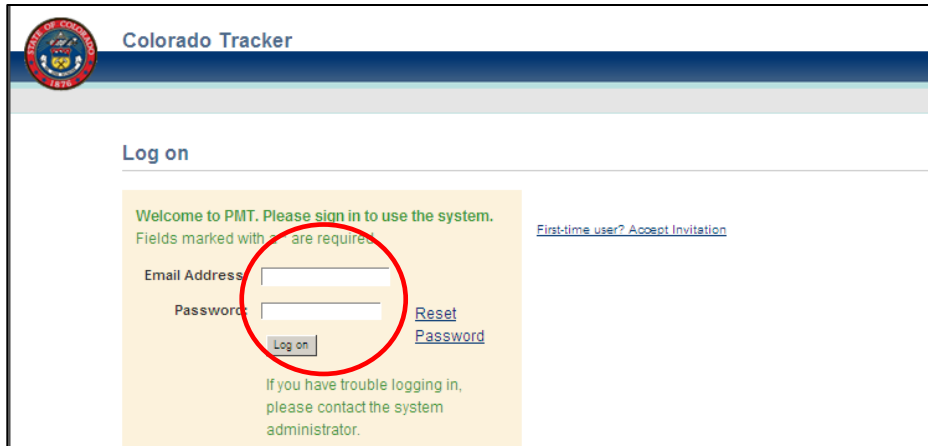


## How to Remove a User's Association to Your District

When an employee is no longer employed with your district, he/she will need to have their Tracker association to your district removed.

1. **Log on** to Tracker at <https://tracker.cde.state.co.us>.  
(You must have administrator access to remove a user's association.)



Colorado Tracker

Log on

Welcome to PMT. Please sign in to use the system.  
Fields marked with \* are required.

Email Address:

Password:  [Reset Password](#)

If you have trouble logging in, please contact the system administrator.

[First-time user? Accept Invitation](#)

2. Click on **Setup & Maintenance**.



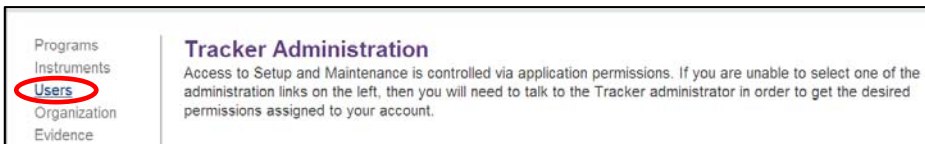
Colorado Tracker

Hi Leslie! Logout [Setup & Maintenance](#)

Home LEA Overview Monitoring File Cabinet

LEA Overview

3. Click on **Users**.

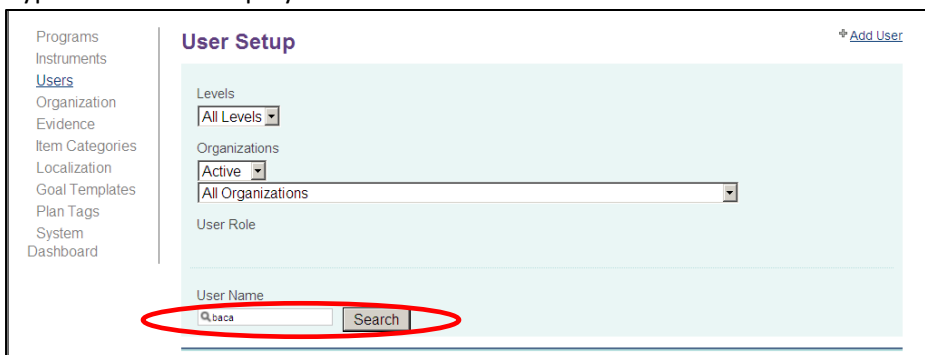


Programs  
Instruments  
**Users**  
Organization  
Evidence

**Tracker Administration**

Access to Setup and Maintenance is controlled via application permissions. If you are unable to select one of the administration links on the left, then you will need to talk to the Tracker administrator in order to get the desired permissions assigned to your account.

4. Type the former employee's **last name** into the User Name field and click the **Search** button.



Programs  
Instruments  
[Users](#)  
Organization  
Evidence  
Item Categories  
Localization  
Goal Templates  
Plan Tags  
System  
Dashboard

**User Setup** [Add User](#)

Levels

Organizations

User Role

User Name

- Click on the **former employee's name** which is listed next to your district name.

<b>Leslie Baca</b>	ACADEMY 20	lesbaca@yahoo.com	LEA
--------------------	------------	-------------------	-----

- Under Primary LEA, find your district's name and click the **remove link**.

The Entity Type Filter field determines the overall user level. 'State' and 'District' are appropriate values for this release. For District-level users, a district value is required. District-level administrators may create additional district users, and may assign submitters to instruments.

**First Name \***   
**Last Name \***   
**Email Address \***   
 Level   
 Phone Number   
 Org   
 Read-Only? ☐  
 Position   
 Department

Invitation [541696DB3D](#) Sent 03/09/2011 by State Reviewer. Accepted on 03/09/2011.  
[Resend Invitation](#)

[Cancel](#)

Unable to delete this organization because it is associated with other items in the system

**Organizations**

PRIMARY	LEA	ORGANIZATION	LEVEL		
	ACADEMY 20 - 1040	EL PASO - 21	LEA	user	<a href="#">remove</a>
	LEA / BOCES - 0000	LEA / BOCES - LEA / BOCES	LEA	user	<a href="#">remove</a>

Setting a user as Read-Only prevents them from accessing Setup & Maintenance. Their ability to browse elsewhere is unaffected, but they cannot add comments, change files, or make any other changes. You cannot make yourself Read-Only.

- Confirm by clicking the **OK** button.

The Entity Type Filter field determines the overall user level. 'State' and 'District' are appropriate values for this release. For District-level users, a district value is required. District-level administrators may create additional district users, and may assign submitters to instruments.

**First Name \***   
**Last Name \***   
**Email Address \***   
 Level   
 Phone Number   
 Org   
 Read-Only? ☐  
 Position   
 Department

Invitation [541696DB3D](#) Sent 03/09/2011 by State Reviewer. Accepted on 03/09/2011.  
[Resend Invitation](#)

[Cancel](#)

Unable to delete this organization because it is associated with other items in the system

**Organizations**

PRIMARY	LEA	ORGANIZATION	LEVEL		
	ACADEMY 20 - 1040	EL PASO - 21	LEA	user	<a href="#">remove</a>
	LEA / BOCES - 0000	LEA / BOCES - LEA / BOCES	LEA	user	<a href="#">remove</a>

Setting a user as Read-Only prevents them from accessing Setup & Maintenance. Their ability to browse elsewhere is unaffected, but they cannot add comments, change files, or make any other changes. You cannot make yourself Read-Only.

8. The former employee's association to LEA/BOCES-0000 will also need to be removed.  
Under Primary LEA, find LEA/BOCES-0000 and click the **remove** link.

The Entity Type Filter field determines the overall user level. 'State' and 'District' are appropriate values for this release. For District-level users, a district value is required. District-level administrators may create additional district users, and may assign submitters to instruments.

First Name \*   
Last Name \*   
Email Address \*   
Level   
Phone Number   
Org   
Read-Only ? ☐  
Position   
Department

Invitation [541696DB3D](#) Sent 03/09/2011 by State Reviewer. Accepted on 03/09/2011.  
[Resend Invitation](#)

Unable to delete this item because it is associated with other items in the system

Organizations

PRIMARY	LEA	ORGANIZATION	LEVEL
	LEA / BOCES - 0000	LEA / BOCES - LEA / BOCES	LEA user <a href="#">remove</a>

Setting a user as Read-Only prevents them from accessing Setup & Maintenance. Their ability to browse elsewhere is unaffected, but they cannot add comments, change files, or make any other changes. You cannot make yourself Read-Only.

9. Confirm by clicking the OK button.

The Entity Type Filter field determines the overall user level. 'State' and 'District' are appropriate values for this release. For District-level users, a district value is required. District-level administrators may create additional district users, and may assign submitters to instruments.

First Name \*   
Last Name \*   
Email Address \*   
Level   
Phone Number   
Org   
Read-Only ? ☐  
Position   
Department

Invitation [541696DB3D](#) Sent 03/09/2011 by State Reviewer. Accepted on 03/09/2011.  
[Resend Invitation](#)

Unable to delete this item because it is associated with other items in the system

Organizations

PRIMARY	LEA	ORGANIZATION	LEVEL
	LEA / BOCES - 0000	LEA / BOCES - LEA / BOCES	LEA user <a href="#">remove</a>

Setting a user as Read-Only prevents them from accessing Setup & Maintenance. Their ability to browse elsewhere is unaffected, but they cannot add comments, change files, or make any other changes. You cannot make yourself Read-Only.

Message from webpage  
Remove this organization? This may not be undone.

The former employee will no longer have access to your district's Tracker information.