

Circles

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## Revoking access



LA Admin, Atto City Council [Log Out](#)

[Statistics](#) [Social Workers](#) [Coordinators](#) [Young People](#)

View [Active](#) [Archived](#) [All](#) [+](#)

Name	Company Name	Completed Questionnaires
<a href="#">Coordinator Jordene</a>	Self Employed	8
<a href="#">Lucy H</a>	Self-employed	0

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Click on either the coordinator or social worker tab and then on the individual's name.

The process is the same for either a coordinator or a social worker.

Statistics

Social Workers

Coordinators

Young People

Search for a name, email or ID

Coordinators >

Lucy H

Account Email

Company Name

self-employed

Circles ID

Completed Questionnaires

Lucy H hasn't yet been assigned any young people

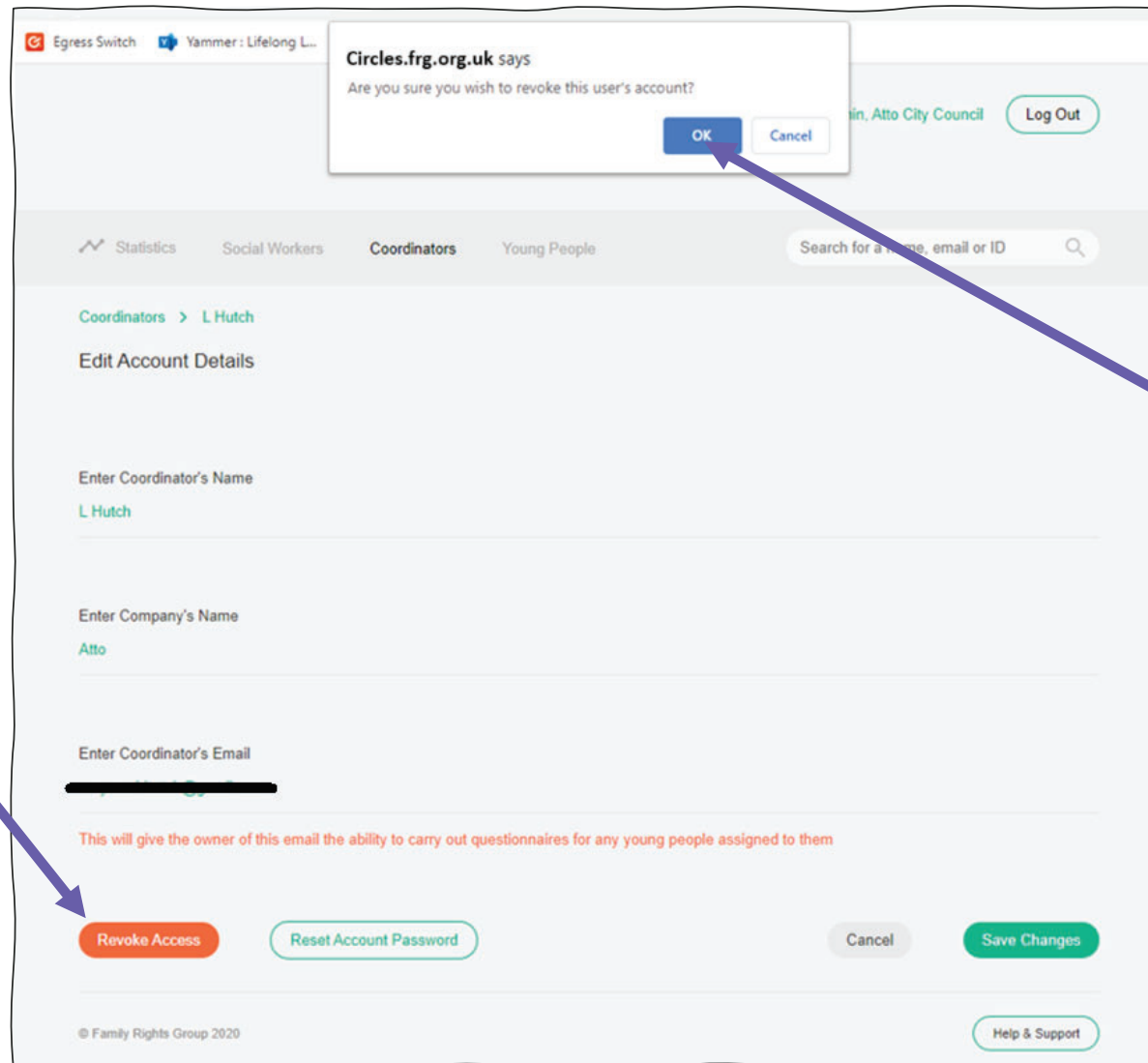
Assign a Young Person to this Coordinator

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Help & Support

Click on Edit button





Click on  
“Revoke  
Access”  
button

A prompt will  
appear to make  
sure you mean  
to revoke  
access.  
Click ok.

LAAdmin, Atto City Council

Log Out

StatisticsSocial WorkersCoordinatorsYoung People

Search for a name, email or ID

L Hutch ( ) access has been revoked

L Hutch [Account Revoked]

Reinstate Account

Account Email

Company Name

Atto

Social Connections Tool ID

Completed Questionnaires

L Hutch hasn't yet been assigned any young people

Assign a Young Person to this Coordinator

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Help & Support

A green or purple banner will appear to confirm that access has been revoked.

Access can be reinstated by clicking 'reinstate account' on the same page