

How to Terminate User Access from JPHSA Staff Website

1. Go to https: www.jphsa.org/wp-login.php
2. Enter username and password.
3. On the left side of menu, click on MemberPress____Members.
4. Under Search by Field, select Username.
5. Type in the last name of the user you want to terminate.
6. When this user's name appears, click Edit under their name.
7. On the Edit User screen, hover over the user's name and hit Delete.
8. On the Delete Users screen that pops up, click on Confirm Deletion.
9. After you confirm deletion, return to MemberPress____Members section of left side of menu to terminate other members, or sign out of JPHSA website.
10. On top right side of menu, hover over Howdy _____, and click on log out.
11. ALWAYS LOG OUT from JPHSA website after terminating access for users.