**De-Commissioning Plan**

**LUZ - Colombia**

**(MIC – MicroGrid Intelligent Connect)**

**For Migraine & Multiple Sclerosis**

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* **Remove access from GA-360**

To remove GA-360 (Google Analytics 360) user access, you'll need administrative access to the GA-360 account. Follow these steps:

1. Sign in to the GA-360 account using an account that has administrative privileges.
2. Click on the "Admin" button in the lower-left corner of the screen.
3. In the "Account" column, select the account that the user has access to.
4. In the "Property" column, select the property associated with the user's access.
5. In the "View" column, select the specific view the user has access to.
6. In the "View" column, click on "User Management."
7. Here, you'll see a list of all users who have access to the selected view.
8. Find the user you want to remove and click on the checkbox next to their name.
9. Click on the "Remove" button at the top of the user list.

A confirmation dialog will appear. Review the message and click on "Delete" to confirm the removal.

* **Remove access from Looker studio**

To remove Looker Studio access for a user, you need to have administrative privileges in Looker. Follow these steps:

1. Log in to Looker using an account that has administrative access.
2. In the Looker interface, click on the "Admin" option in the top menu.
3. In the "Users" section, click on "Users" or "Manage Users".
4. Find the user you want to remove Looker Studio access for and click on their name to open their user settings.
5. In the user settings, scroll down to the "Roles" section.
6. Find the role that grants Looker Studio access.
7. To remove Looker Studio access, uncheck the checkbox next to the role.
8. Scroll to the bottom of the user settings page and click on the "Save" or "Update" button to apply the changes.

After following these steps, the user will no longer have access to Looker Studio. They will retain their access to other Looker features based on their remaining assigned roles.