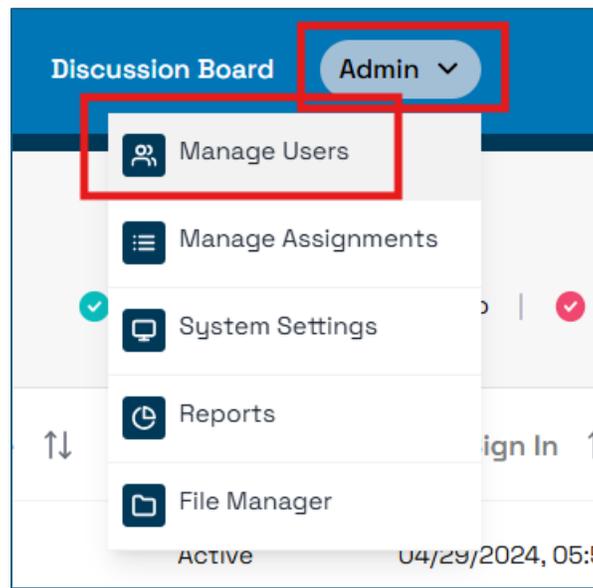


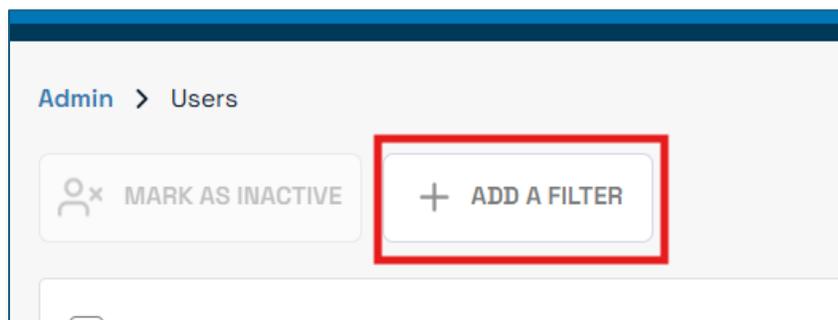
## Reactivating a User in InfoSight360

If a user has been deactivated in InfoSight360 and needs to be reactivated, follow these simple steps below:

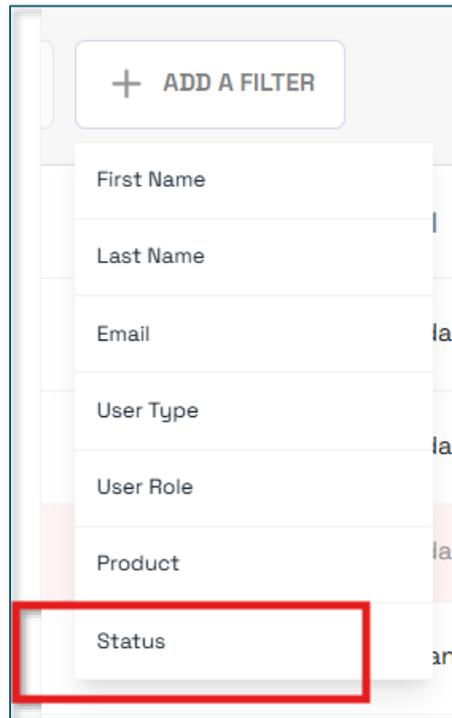
Navigate to **Admin > Manage Users**:



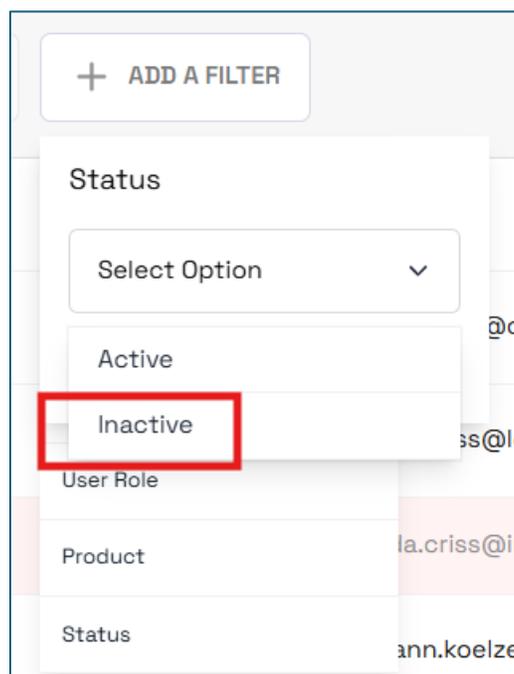
At the top of the screen, click on **ADD A FILTER**:



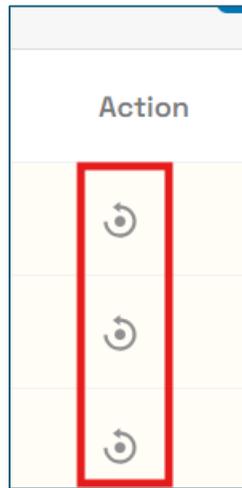
This will bring up a menu, choose **Status**:



This will bring up another menu, choose Inactive, then click **Apply**:



This will bring up your list of **inactive users**. To reactivate a user, click on the **restore icon** under the “Active” column to the right of the user:



Clicking on this icon will reactive your user and the user will now be listed under Active users.