

# Removing Users in WINS

There are two concepts going on with 'people' in WINS.

- A- Authorized Users who are people that can login to the system.**
- B- Sponsor Staff who are people listed on your application.**

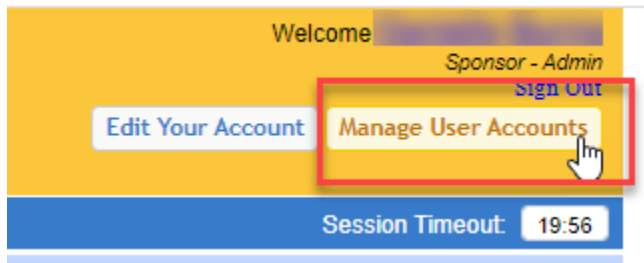
In some cases, usually smaller sponsors, the authorized users and sponsor staff are the same people. In other cases, sponsor staff members are not the people that actually login to WINS. So, WINS manages these 'people' in completely different ways.

Here's how to manage people in these two different concepts (users and staff):

## A – How to remove 'Authorized Users'

1. Login to WINS at <https://www.wa-wins.com/SSO-WA/signin.aspx>

2. Click Manage User Accounts



3. Select the user you want to remove

	UserID	Username	First Name	Last Name	SecurityGroups	Last Signin	Sign ins
Select	423					9/18/2017	105
Select	2738					11/21/2017	26
Select	3694						0
Select	3695						0



4. Click Manage groups for this user

**Viewing User Profile** Home > Manage Users > Viewing User Profile

Delete This User

Username		Email:	
First Name		Phone:	
Middle Initial		Fax:	
Last Name		Birth Date	
Expire Date		Town Of Birth	
Sponsor		Secret Question 1: What is the name of your first pet?	
		Secret Question 2: What make was your first car or bike?	
		Secret Question 3: What was your high school mascot?	

[Edit Account](#) [Change Username](#) [Change Password](#) [Edit Security Answers](#)

**Systems & Groups**

**Applications and Groups** [Manage groups for this user](#)

NOTE: These are not links.

Application	Group	Sponsor	Details
WINS	Sponsor - Admin		

5. Click Delete to remove them from all groups associated with your sponsor

**Manage User's Groups** Home > Manage Users > Viewing User Profile > Manage User's Groups

**Manage Groups For** [User Name]

Return to [User Name] profile Add A Group

System	Group	Sponsor	
WINS	Sponsor - Admin		<a href="#">delete</a>

6. Click Yes to confirm

**Manage User's Groups** Home > Manage Users > Viewing User Profile > Manage User's Groups

**Manage Groups For** [User Name]

Return to [User Name] profile Add A Group

System	Group	Sponsor	
WINS	Sponsor - Admin		<a href="#">delete</a>

**Confirm** x

Are you sure you want to delete this group for this user?

[Yes](#) [No](#)

7. Note they are no longer listed in the Authorized Users section of the Sponsor Profile

*They are gone from Authorized Users (people who can login to WINS) but may still be listed as Sponsor Staff (names of people who are tracked as part of your organization) who are managed in a different way.*

The screenshot displays the WINS (Washington Integrated Nutrition System) interface. At the top, there is a navigation bar with 'Home', 'Info', and 'Session Timeout: 19:2'. Below this is a menu with 'Sponsor Profile', 'Applications', 'Sites', 'Shared Calendar', 'Budgets', 'Management Plans', 'Claims', 'Accounts', and 'Contracts'. The main content area is divided into several sections:

- SPONSOR**: Includes fields for Sponsor Id, FEIN, Entity Type, Legal Entity Type, Non-Profit, Tax Exempt via 501(c)(3), RCCI, Residential Camp, Tribe, Congressional District, and Sponsor Status.
- PROGRAMS**: A table with columns for Program, Status, Status Date, and Specialist. One entry is visible: Child Care Program, Eligible, 4/30/2015.
- CLAIM PROFILE**: Includes Payment Method, Statewide Vendor Number, County-District Number, Stop Pay, and Last 1-in-36 Month Exception (Unknown).
- SPONSOR STAFF**: A table with columns for Name, Title, Phone, and Responsible Principal?.
- DUNS NUMBERS**: A table with columns for DUNS Number and Address.
- UEI SAM NUMBER**: A section with a plus sign and the text 'No records found'.
- ADDRESSES**: A table with columns for Type and Address.
- AUTHORIZED USERS**: A table with columns for Name and Access.

A red callout box points to the AUTHORIZED USERS section with the text: "They are gone from Authorized Users (people who can login to WINS), but may still be listed as Sponsor Staff (names of people who are tracked as part of your organization) who are managed in a different way."

## B – How to edit Sponsor Staff

1. From Sponsor Profile page, click Manage Staff

The screenshot shows the WINS (Washington Integrated Nutrition System) interface. At the top, there's a navigation bar with 'Home', 'Info', and 'Session Timeout: 19:2'. Below that, a menu includes 'Sponsor Profile', 'Applications', 'Sites', 'Shared Calendar', 'Budgets', 'Management Plans', 'Claims', 'Accounts', and 'Contracts'. The main content area is divided into several sections:

- SPONSOR**: Contains fields for Sponsor ID, FEIN, Entity Type, Legal Entity Type, Non-Profit, Tax Exempt via 501(c)(3), RCCI, Residential Camp, Tribe, Congressional District, and Sponsor Status. A 'View History' link is present.
- PROGRAMS**: A table with columns for Program, Status, Status Date, and Specialist. One entry is 'Child Care Program' with status 'Eligible' and date '4/30/2015'. An '+ Add' link is at the top right.
- CLAIM PROFILE**: Contains fields for Payment Method, Statewide Vendor Number, County-District Number, Stop Pay, and Last 1-in-36 Month Exception (set to 'Unknown'). A 'View History' link is present.
- SPONSOR STAFF**: A table with columns for Name, Title, Phone, and Responsible Principal?. A red box highlights the 'Manage Staff' link, with a red arrow pointing to it.
- DUNS NUMBERS**: A table with columns for DUNS Number and Address. An 'Edit' link is visible.
- UEI SAM NUMBER**: A table with columns for UEI SAM Number and Address. It shows 'No records found'. '+ Add' and 'View History' links are present.
- AUTHORIZED USERS**: A table with columns for Name, Access, and Last Signin Date.

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2. Edit staff you want to remove

The screenshot shows the 'SPONSOR CONTACT MANAGEMENT' page. At the top right, there is a checkbox for 'Show Inactive'. Below is a table with the following columns: View, Edit, First, Last, Title, Email, Phone, and Profile Complete. The 'Edit' icon (a pencil) for the first row is highlighted with a red box. The table contains three rows of staff information, each with a green checkmark in the 'Profile Complete' column.

### 3. Set status to Inactive

SPONSOR CONTACT MANAGEMENT: STAFF ENTRY

Name: Prefix: Select a Prefix First \* Middle Last \* Suffix: Select a Suffix

Title: Director \*

Email Address: \*

Contact Phone: \* Extension:

Status: Active \*  
Active  
Inactive

Status Date: 9/17/2018

Save and Close Save Close

### 4. Click Save and Close

**This will make staff inactive but may not remove them from the listed names in Sponsor Staff.**

The listed names in Sponsor Staff is not a list of all staff members. Manage Staff creates a list of names that can be associated with applications, and once associated with an active application, then they will show up on the Sponsor Profile page.

**The listed names in Sponsor Staff is a list of staff members who are also associated with an active application.**

To remove someone from this list, you must make sure that they are not associated with any applications. The Manage Staff Interface is the list of staff who are potentially available to add as contacts in an application.

Even after deleting a user's group privileges and inactivating their record, they will remain listed in the Sponsor Profile as long as they are associated with the latest application.

If you want to remove staff members listed as Sponsor Staff in your Sponsor Profile page, then you must ensure that they are not associated with the current application. Once you renew an application for the current Program Year, then the only people listed in the current application will appear on the Sponsor Profile page