

## Inactivate Responsible Person from Instructor/Advisor Table

Step	Action
1.	If a person is no longer an active Instructor, Advisor, etc. his/her status should be changed to inactive by inserting a new effective-dated row.
2.	Click the Curriculum Management link.  D Curriculum Management
3.	Click the Instructor/Advisor Information link. Instructor/Advisor Information
4.	Click the Instructor/Advisor Table link. Instructor/Advisor Table
5.	Enter the desired information into the <b>ID</b> field.
6.	Click the Search button.  Search
7.	Always make changes by clicking the <b>Add a new row</b> button.
8.	The <b>Effective Date</b> will default to the current date. Change as needed.
9.	Change the status to <b>Inactive</b> .
10.	Change the Instructor Available field to Unavailable.
11.	Click the Save button.
12.	End of Procedure.