**Lock Out Users**

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| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Setup > Lock Users |
| 1 | To lock out users in a unit, click the search tool to select or enter a **Business Unit** on the \***HR Deptid** field on the Lock Users page. |
| 2 | Select the **Security Role** to lock, if desired**.** |
| 3 | Click search tool to select or enter a **HR Division or HR Department ID** on the \***HR Deptid** field. |
| 4 | Click **Search.** |
| 5 | Scroll to right and click the **Lock All** button. Confirm that all Locked users’ checkboxes are checked. |
| 6 | Click **Save** to save the changes to the Lock Users page. |
| 7 | To lock out users in an institution, click the search tool to select or enter a **Business Unit** on the \***HR Deptid** field on the Lock Users page. |
| 8 | Select the **Security Role** to lock, if desired**.** |
| 9 | Confirm the **Row Level Security** field is populated to ALL. |
| 10 | Click **Search.** |
| 11 | Scroll to right and click the **Lock All** button. Confirm that all Locked users’ checkboxes are checked. |
| 12 | Click **Save** to save the changes to the Lock Users page. |