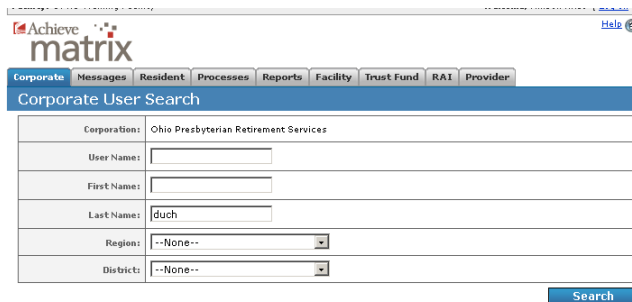# Emergency Removal of Employee Access to Matrix

If an employee is let go after regular business hours, it is important to remove their access to Matrix immediately. DONs have the access rights to inactivate an employee. This will prevent them from logging into Matrix.

1.   Select User Search under the Corporate Tab.

2.   Key in the first few letters of the employee's last name and click on Search.

4.   The system will list everyone that matches those letters. Click on the correct name.

5.	The system will display their System Access information, User Information, and all of our Facilities. Click on the Update button.

5. Click on the Inactive button and then click on Save. Be sure to e-mail the Help Desk immediately that the person's access must be removed from the system, and that you have inactivated them in Matrix.