



## Inactive Accounts

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### Policy

An inactive account is an account where the user has not logged in to Blackboard for one year. Inactive accounts are disabled in Blackboard after 1 year of inactivity.

### Procedure

Blackboard System Administrator:

System Administrator will contact Blackboard CHM who will disable accounts each semester.

If a user requests for an inactive account to be re-enabled, the Blackboard System Administrator will submit a reactivation request to the Blackboard CHM.



**Helpdesk**  
**940-898-3971**  
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