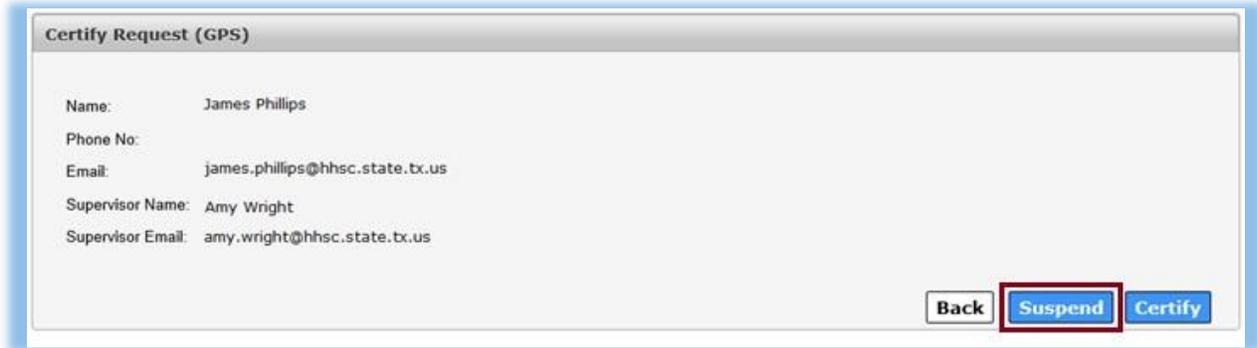


## Suspension

- ➔ If a user no longer needs access to an application, please suspend the access by clicking the Suspend button.



The screenshot shows a web form titled "Certify Request (GPS)". It contains the following fields and values:

- Name: James Phillips
- Phone No:
- Email: james.phillips@hhsc.state.tx.us
- Supervisor Name: Amy Wright
- Supervisor Email: amy.wright@hhsc.state.tx.us

At the bottom right of the form, there are three buttons: "Back", "Suspend", and "Certify". The "Suspend" button is highlighted with a red border.

Figure 1 - Suspend access

- ➔ Fill out the comment section and click Suspend.



The screenshot shows a dialog box titled "Add Details" with a close button (X) in the top right corner. The text inside the dialog reads:

- 'Suspend' will initiate terminating access to this user.
- The integrated applications will be suspended immediately.
- Manual applications will follow its workflow.
- If application does not support, it will delete.

Below the text is a text area labeled "Comments \*". The text area is highlighted with a red border. Below the text area, it says "Maximum character length is 200." At the bottom of the dialog, there are two buttons: "Close" and "Suspend". The "Suspend" button is highlighted with a red border.

Figure 2 - Enter comments to suspend access

For more information about access compliance review and certification, please contact the HHSC Enterprise Identity and Access Management team at [identitymanagement@hhsc.state.tx.us](mailto:identitymanagement@hhsc.state.tx.us)