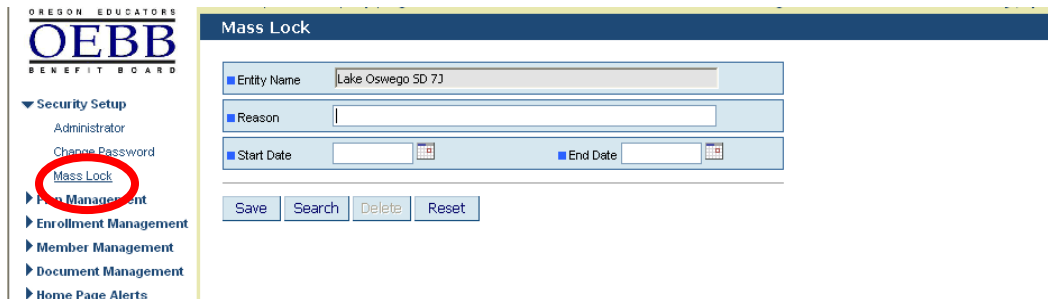


Educational Entity Mass Lock Out

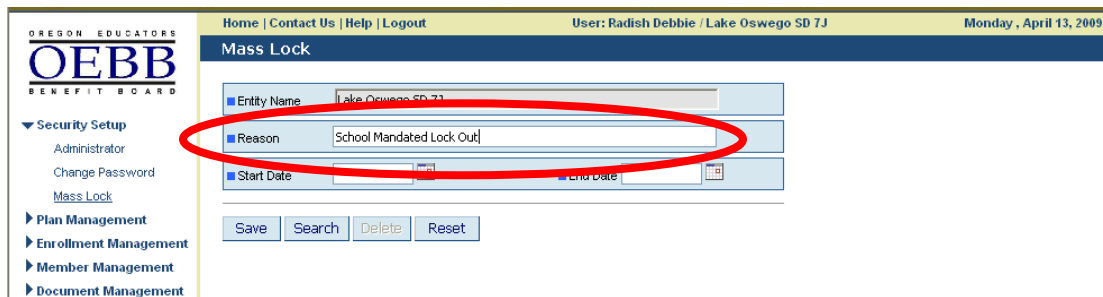
1. Log in to MyOEBB.



2. Click Security Setup as shown above.



3. Click the Mass Lock button as shown above.



4. Enter the reason for the Mass Lock Out.

MyOEBB – Mass Lock Out

The screenshot shows the OEBB Mass Lock Out form. The left sidebar contains the OEBB logo and a navigation menu with the following items: Security Setup (Administrator, Change Password, Mass Lock), Plan Management, Enrollment Management, Member Management, Document Management, and Home Page Alerts. The main form area is titled "Mass Lock" and contains the following fields: Entity Name (Lake Oswego SD 7J), Reason (School Manadated Lock Out), Start Date (04-13-2009), and End Date (04-14-2009). The Start Date and End Date fields are circled in red. Below the form are buttons for Save, Search, Delete, and Reset.

5. Enter the Start Date and End Date as shown above.

The screenshot shows the OEBB Mass Lock Out form after the record has been saved. The top navigation bar includes "Home | Contact Us | Help | Logout", "User: Radish Debbie / Lake Oswego SD 7J", and "Monday, April 13, 2009". The main form area is titled "Mass Lock" and displays a "Record Saved Successfully!" message. The form fields are: Entity Name (Lake Oswego SD 7J), Reason (School Manadated Lock Out), Start Date (04-13-2009), and End Date (04-14-2009). Below the form are buttons for Save, Search, Delete, and Reset.

6. Click **Save**. You will then see **Record Saved Successfully**.

Employees will not be able to access the Member Module during the date range entered.

If you need to view previous or the current lock out period, all you need to do is click on the Search button.