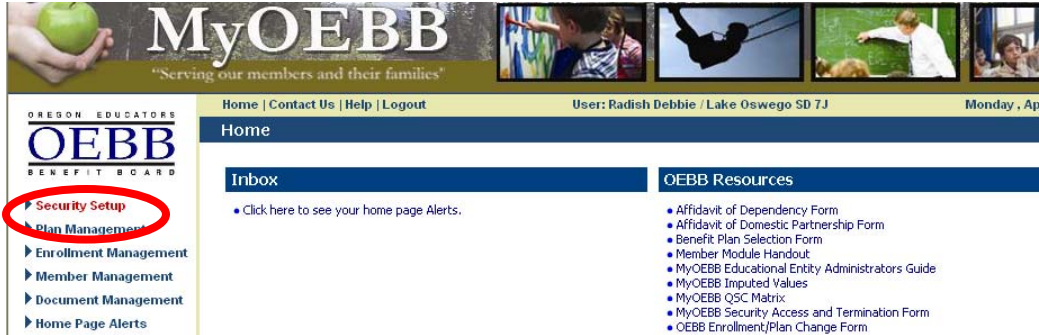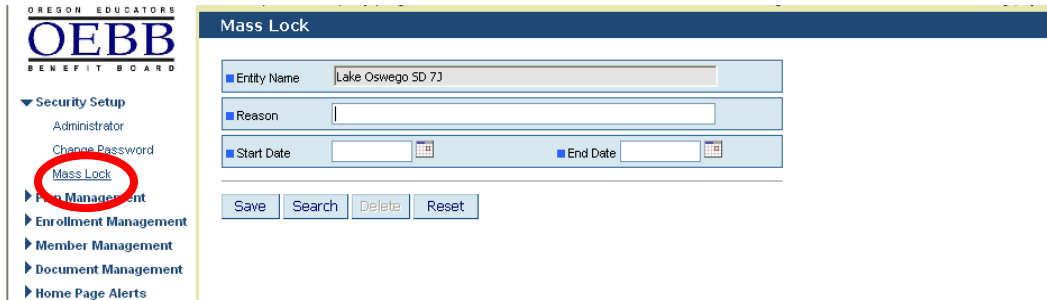## Educational Entity Mass Lock Out
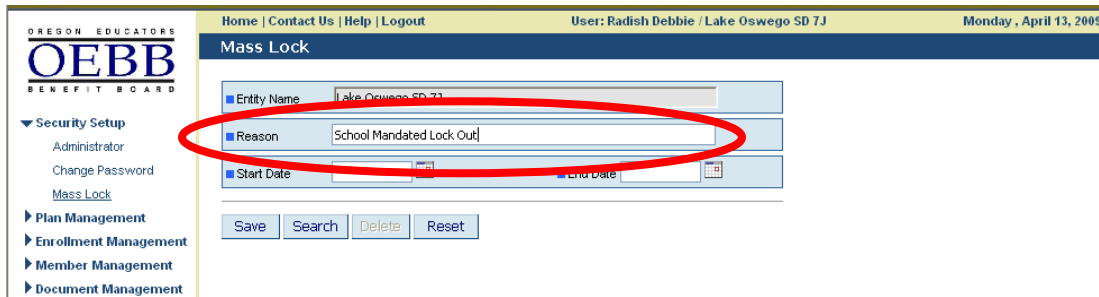
1. Log in to MyOEBB.

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.

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

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.