CCWS HOW TO GUIDE
DEACTIVATING A WORKER ACCOUNT

CAMBRIDGE CASUAL WORKER SYSTEM
HOW TO GUIDE

HOW TO DEACTIVATE A WORKER ACCOUNT

Introduction and Description
If a worker no longer wants to be registered as a worker, they can deactivate their account.

Once the worker account is deactivated, the worker will no longer be able to access their account until it is reactivated again by a Department User.

Workers can self-deactivate their account profiles, thus saying that they are no longer eligible or don’t want to work anymore. It will instantly deactivate their account and they will not be able to log into CCWS until the account is reactivated. To do this follow the instructions below.
Step 1
Sign into the Cambridge Casual Worker System (CCWS) using your Worker account.
https://cambridge.dashboardtechnology.co.uk/
Step 2
Select the My Profile button.

Step 3
The page will refresh to show the Worker Profile Page.
Select the red Deactivate my account button.
Step 4

The following message will appear.

Select 'I am the worker and am deactivating my own profile' from the drop-down choices available.

Then press the yellow **Confirm** button.

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You will automatically be logged out of the system and the page will refresh showing the University of Cambridge Dashboard login screen.

Finish