




Unite Education Program v8.0

Job Aid: 5728

Deactivate a Grouping

Once a grouping is added to Unite, you cannot delete the grouping. However, you can deactivate it when you no longer want it to be available.

To deactivate a grouping

1. Open a browser and log on to Unite.
2. Click and expand your username to display the system configuration menu.
3. Click **Global Settings**.
4. Click the *Fields* tab.
5. In the **Field Name** column, click **Grouping**.
6. In the **Field Value** column, click the grouping you want to deactivate.
7. In the *System Field Value Detail* area, de-select the **Active** check box.
8. Click  .
9. Click  .
10. Click  to close the *LSAC Unite Setup* window.

Related resources

- 5726 – Add a Grouping to Unite
- 5727 – Edit a Grouping