

User Seat Inactivation Process

All NWD Partner Agencies must submit the [User Inactivation Form](#) to initiate the user inactivation process with the NWD Team at DARS. It is required when an individual no longer needs or no longer has access to their PeerPlace user seat for any reason. This process exists to comply with Virginia Information Technology Agency's [\(VITA\) Security Standard Section 530](#).

Who can submit the User Inactivation Form?

Depending on your agency, staff in any of the following positions are responsible for completing this process:

- NWD Coordinator (AAAs)
- NWD Project Lead (Network Partners)
- NWD IT Administrator (NWD IT Admin)
- Agency Director

When to submit a User Inactivation Form:

At least 7 days before a planned change, or within 24 hours of an unplanned change. Situations when an individual no longer needs or no longer has access to PeerPlace include but are not limited to:

- Leaves the agency (planned or unplanned)
- Is on leave for more than 30 days
- Changes roles and no longer needs access
- Has any other reason they should not retain system access

Steps:

1. Complete the [User Inactivation Form](#) online.
2. Wait for NWD Team approval email (1–3 business days).
3. After approval is received, the responsible staff at your agency OR a the NWD Team will inactivate the user.
4. To assign the seat to a new user, you must complete the [New User Request Form](#) (see [New User Request Job Aid](#)).

Questions? Reach out to our team at nowrongdoor@dars.virginia.gov