Moving PST to unaffiliated in VA

- 1. Sign-in to your ADMIN Virtual Academy account, Select MANAGE USERS.
- 2. Click on the icon that looks like a piece of paper on the right side of the PST you need to move.
- 3. Select the dropdown menu, under DISTRICT, choose ALSPT-1 Unaffiliated Personnel, select Edit User.
- 4. Check your Roster under manage users ensure they were moved.

VIRTUAL 🖞 ACA	DEMY.		I	@ Alabama 9:11	BOARD				슈 심 Home Profile	Message Cale	ndar Help Logou
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