QuickGuide: Setting your CTO Stream account to 'Unavailable'

Users now can set their CTO account to 'unavailable'. During the period in which a user is unavailable, they can no longer do the following:

- be the recipient of a project transfer
- be the recipient of a form transfer
- be the recipient of a signature request
- User cannot be given a role

For example, if a user requests a signature from a PI while their account is set to 'unavailable', a red message will appear on the screen, letting the person requesting the signature know that the Principal Investigator is unavailable and that they should request a signature from a delegate instead.

To make your account 'Unavailable':

1. Login to CTO Stream [here.](#)

2. Click on your name in the top right-hand corner of then screen on the Navigation Bar and select "Personal Details page". **(Figure 1.0)**.

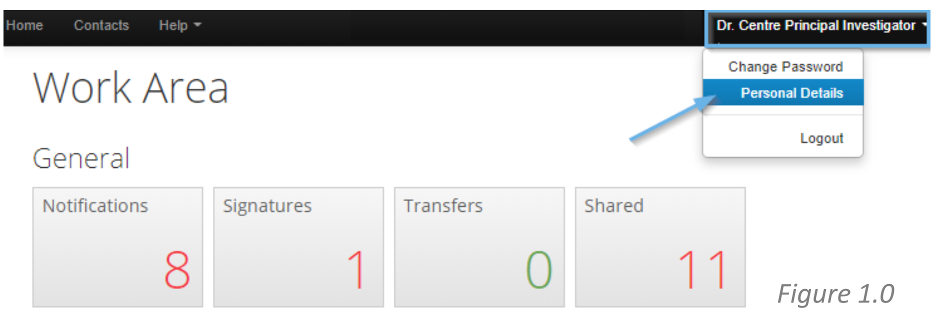

Figure 1.0

3. Scroll to the bottom of the personal details page and check off the 'Unavailable' checkbox, then press the orange 'Change Details' button to save your changes. The account will remain 'unavailable' until this is setting is reverted back.

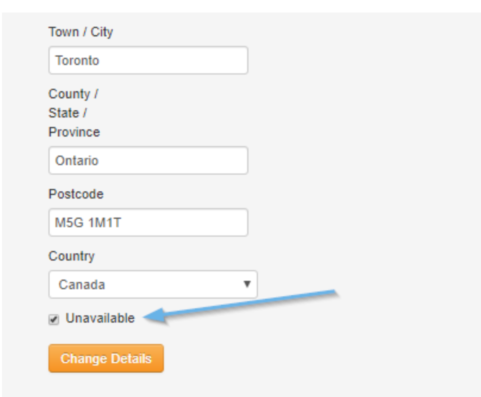

Figure 2.0

Questions?
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