

Delete and Restore User Accounts

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Search

You can delete an account when it is no longer needed. For example, you may delete a user's account if he or she leaves your organization or his or her role changes within the organization. This varies by program and organization.

Step-by-Step




(Click  to view image)

1. From **Setup**, select **Users**. 
2. Type the user's name into the search field, and click **Search**. 
3. Click the checkmark next to the user. 
4. Click **Select Tasks**, select **Delete / Restore Users**, and click **Start**. 
5. Click the checkbox next to the user to confirm the selection. 
6. Click **Delete / Restore**. 

Effects

After you delete a user account, that user cannot log into the system.

What's Next? (Optional)

To find a user to restore, select **Deleted** from the **Account Status** filter. 

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