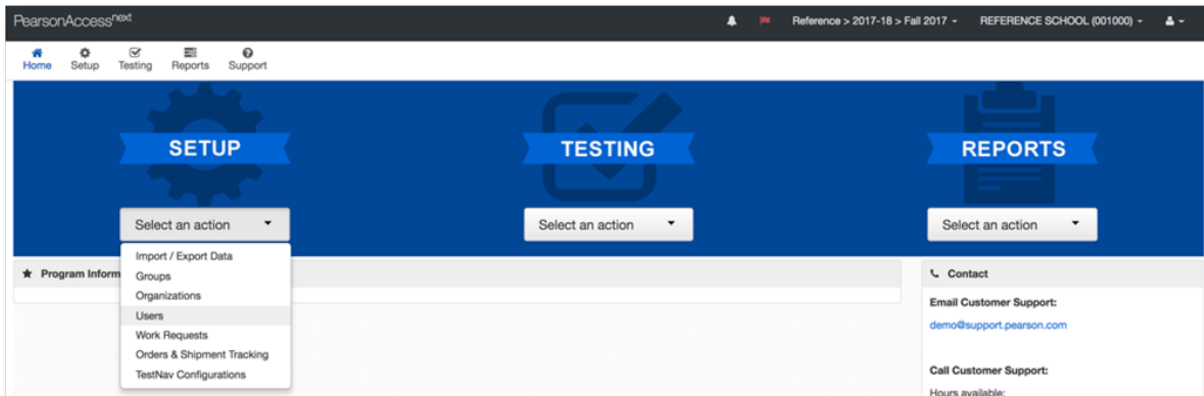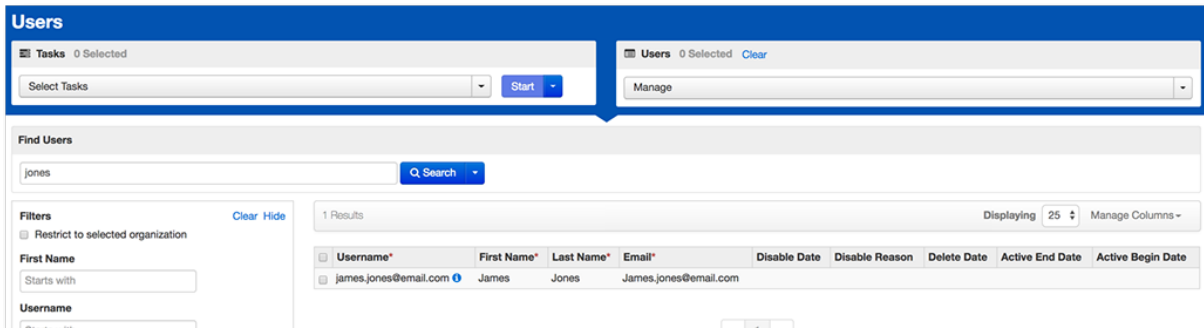# Delete and Restore User Accounts

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

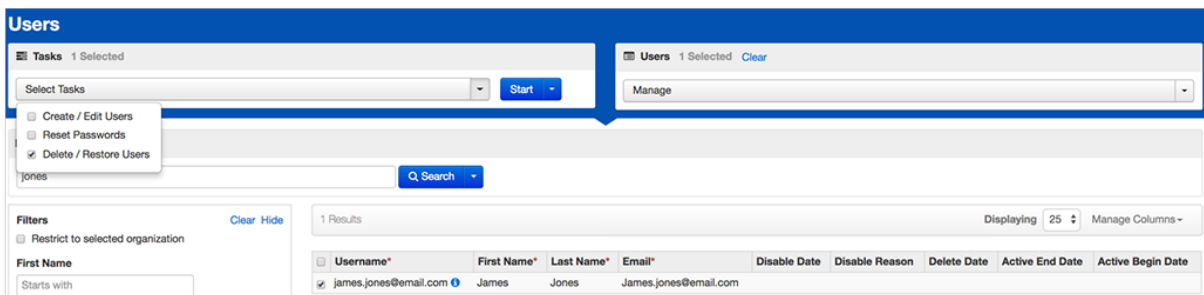1. From **Setup**, select **Users**.

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.