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.

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Home Setup T	iesting Reports Support		
	. Marke		ر کے
	SETUP	TESTING	REPORTS
	Select an action	Select an action 👻	Select an action -
* Program Inform	c.copo		Contact
	Organizations Users Work Requests		Email Customer Support: demo@support.pearson.com
	Orders & Shipment Tracking TestNav Configurations		Call Customer Support: Hours available:

2. Type the user's name into the search field, and click Search.

Users										
Eli Tasks 0 Selected					Users 0 Selected C	Clear				
Select Tasks			• Start	•	Manage					-
Find Users										
jones		Q Search	-							
Filters Restrict to selected organization	Clear Hide	1 Results						D	splaying 25 \$	Manage Columns -
First Name		Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
Starts with		james.jones@email.com ()	James	Jones	James.jones@email.com					
Username Clocks with						4 -				

3. Click the checkmark next to the user.

Q Search	-							
Results						Di	splaying 25 \$	Manage Columns -
Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
james.jones@email.com ()	James	Jones	James.jones@email.com					
	Results Username*	Rosults Username* First Name*	Results Username* First Name* Last Name*	Posults Username* First Name* Last Name* Email*	Nosulis Username* First Name* Last Name* Email* Disable Date	Nosults Username* First Name* Last Name* Email* Disable Date Disable Reason	Nosults Di Username* First Name* Last Name* Email* Disable Date Disable Reason Delete Date	Results Displaying 25 ¢ Username* First Name* Last Name* Email* Disable Date Disable Reason Delete Date Active End Date

4. Click Select Tasks, select Delete / Restore Users, and click Start.

Users			
Tasks 1 Selected		Users 1 Selected Clear	
Select Tasks	✓ Start ✓	Manage	•
Create / Edit Users Reset Passwords Delete / Restore Users Jones	Q Search •		
Filters Clear Hide	1 Results	Displ	aying 25 Columns -
Restrict to selected organization First Name Starts with	Username* First Name* Last Nam ⊘ james.jones@email.com James Jones	e* Email* Disable Date Disable Reason Delete Date Ar James.jones@email.com	ctive End Date Active Begin Date

5. Click the checkbox next to the user to confirm the selection.

Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
james.jones@email.com ()	James	Jones	James.jones@email.com					
Required								
Delete / Restore Reset								

name*	First Name*	Last Name*	Email*	Disable Date	Disable Reason	Delete Date	Active End Date	Active Begin Date
.jones@email.com ()	James	Jones	James.jones@email.com					
.jc	ones@email.com ()	nes@email.com () James	ones@email.com () James Jones	nes@email.com 0 James Jones James.jones@email.com	ones@email.com 0 James Jones James.jones@email.com	nes@email.com I James Jones James.jones@email.com	nes@email.com 0 James Jones James.jones@email.com	nes@email.com 0 James Jones James.jones@email.com

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.

Find Users	
Last Name or Email starts with	
Filters	Clear Hide
Restrict to selected organizati First Name	ion
Demo	
Starts with	
Account Status	
Deleted	•