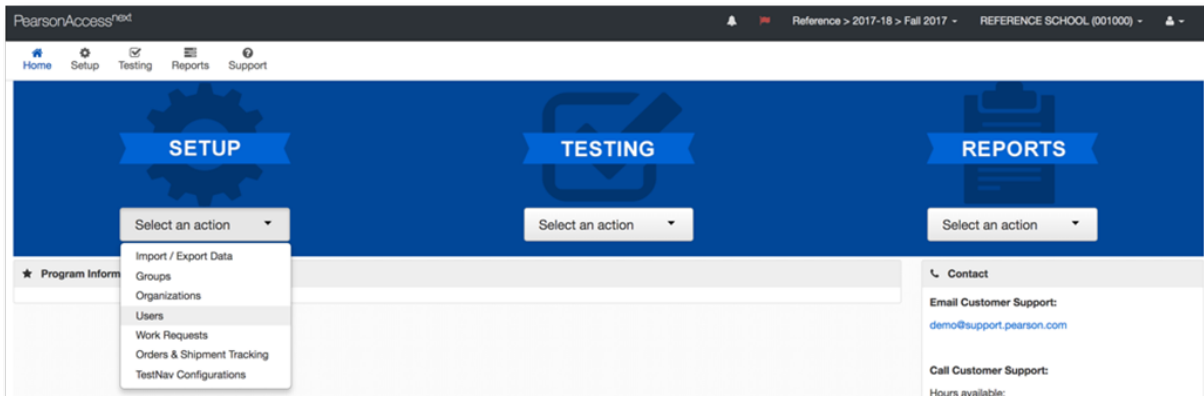


Delete and Restore User Accounts

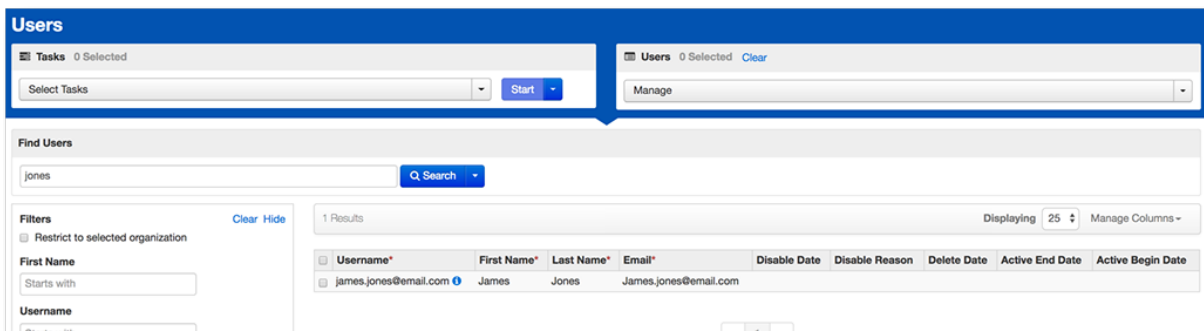
You can delete an account when it is no longer needed. For example, you may delete a user's account if he or she leaves your organization or his or her role changes within the organization. This varies by program and organization.

Step-by-Step

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



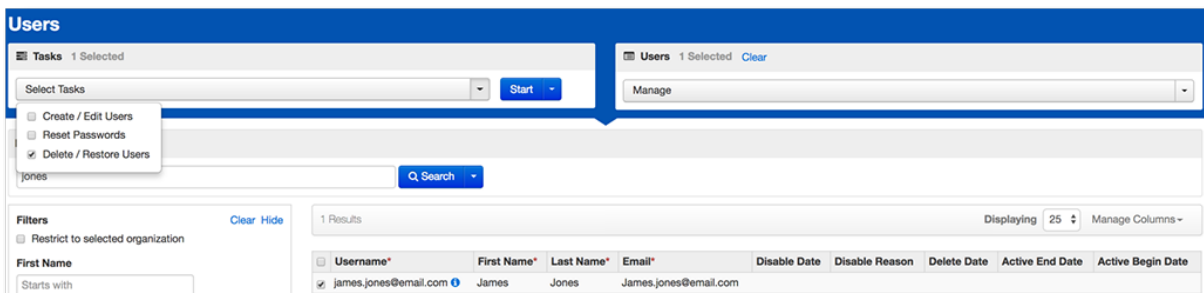
2. Type the user's name into the search field, and click **Search**.



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.

Delete / Restore Users
Delete / Restore
Reset

☐	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

6. Click **Delete / Restore**.

Delete / Restore Users
Delete / Restore
Reset

☐	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

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 organization

First Name
Demo

Username
Starts with

Account Status
Deleted