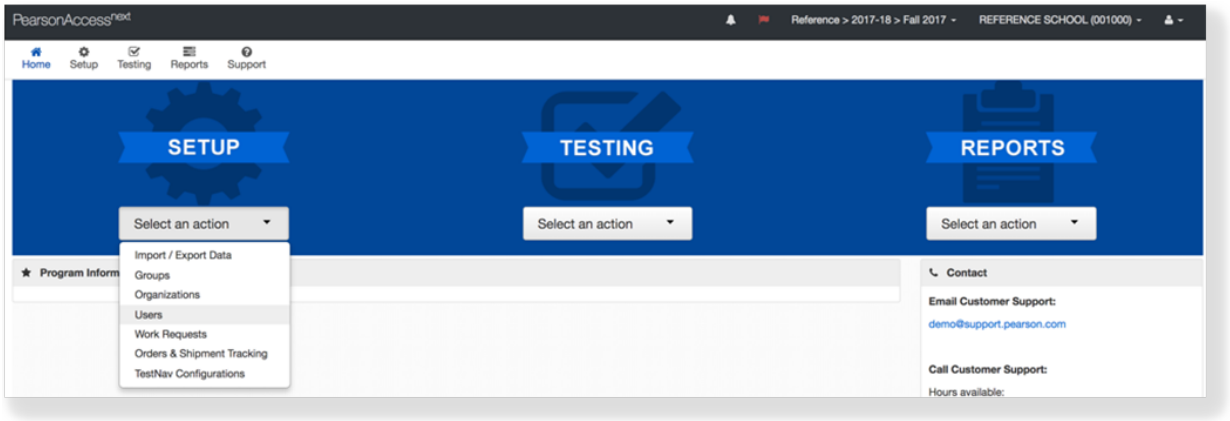
Delete and Restore User Accounts

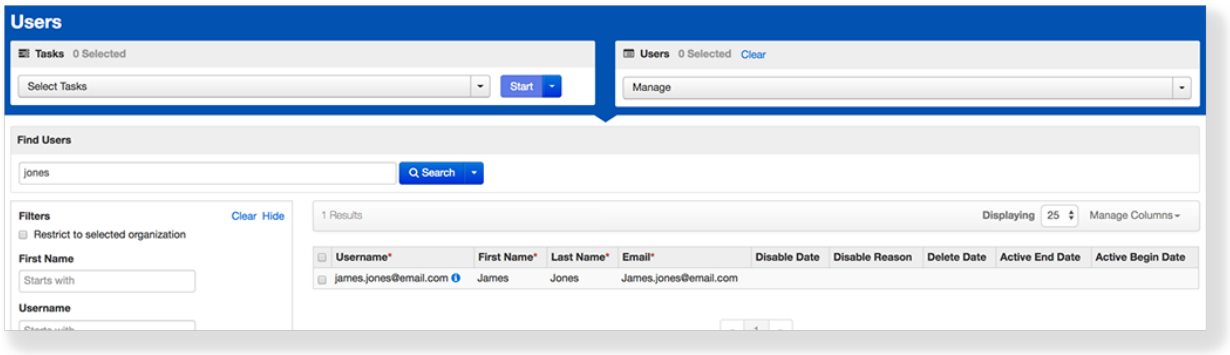
You can delete an account when it is no longer needed. For example, you may delete a user's account if he or she leaves your organization or his or her role changes within the organization. This varies by program and organization.

Step-by-Step

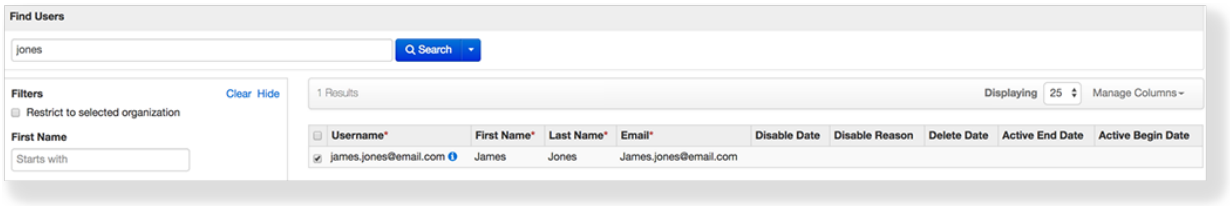
1. From **Setup**, select **Users**.



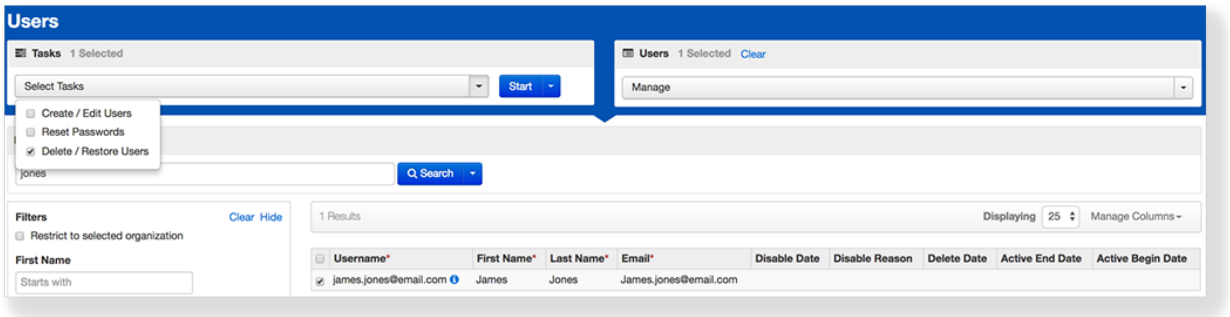
2. Type the user's name into the search field, and click **Search.**



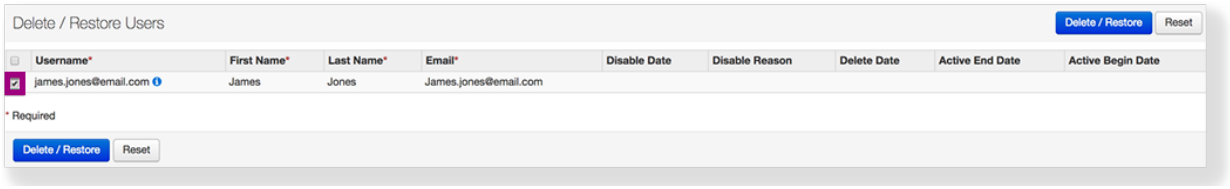
3. Click the checkmark next to the user.



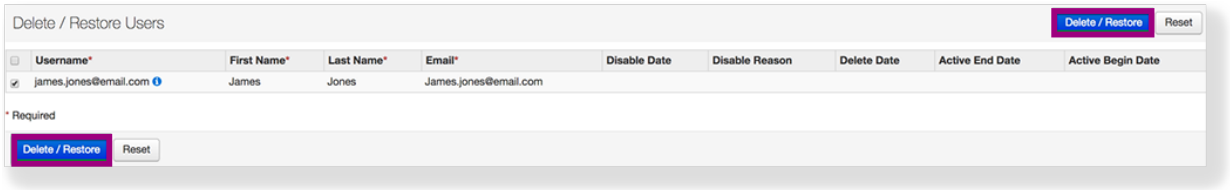
4. Click **Select Tasks**, select **Delete / Restore Users,** and click **Start**.



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.

