# KANTOLA TRAINING SOLUTIONS

**How To: Remove a User**

**Step 1:** Go to the Users Page, and locate the user you wish to remove on the List

**Step 2:** Click the "Archive" button in the Actions Column for this Learner. (X button)
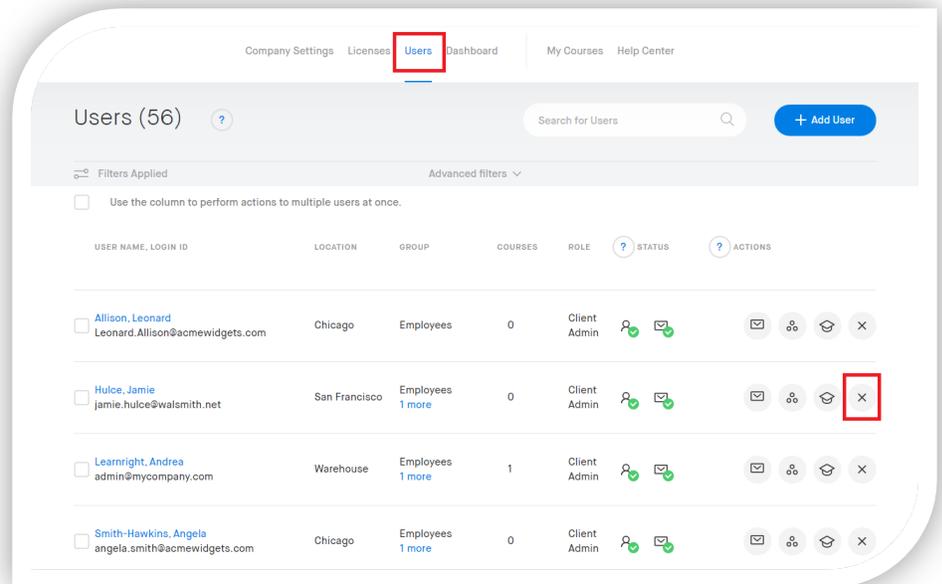


**Notes:**

- If the user has never had any training activity, they will be entirely removed from your account, and any courses assigned to that user will go back into your available licenses and can be re-assigned to other users
- If the user has had any activity, this will be retained in your company's training database for your records
- You may also opt to keep the user as active for retraining - This will remove any courses assigned to the user, and keep them in the User List so you may assign a new round of training to the user