

How To: Remove a User

| Step 1: Go to the Users Page, and locate the user you wish to remove on the List | Company Settings Licenses Users Dashboard My Courses Help Center | | | | | | | | | | |
|--|--|----------------------|---------------------|---------|-----------------|------|-------|-----------|-----|--------------|---|
| | Users (56) 🕜 | | | Se | Q + Add User | | | | | | |
| | o⊸ Filters Applied Advanced filters ∨ | | | | | | | | | | |
| | Use the column to perform actions to | multiple users at on | ce. | | | | | | | | |
| | USER NAME, LOGIN ID | LOCATION | GROUP | COURSES | ROLE | ? 51 | TATUS | ? ACTIONS | | | |
| Step 2: Click the 'Archive" button in | Allison, Leonard Leonard, Allison@acmewidgets.com | Chicago | Employees | 0 | Client Admin | 80 | | | 000 | \$ | × |
| he Actions Column or this Learner. (X | Hulce, Jamie jamie, hulce@walsmith.net | San Francisco | Employees 1 more | 0 | Client Admin | 8₀ | ⊳ | | 000 | ଡ | × |
| utton) | Learnright, Andrea admin@mycompany.com | Warehouse | Employees 1 more | 1 | Client Admin | ഊ | | Y | 000 | \heartsuit | × |
| | Smith-Hawkins, Angela angela.smith@acmewidgets.com | Chicago | Employees 1 more | 0 | Client Admin | ₽₀ | | | 000 | ତ | × |

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