samegoal

Delete User Roles

Delete a user role

Steps *To delete a user role:*

1. Visit **Settings > User Roles**.
2. Search for the user role you wish to delete.
3. Check the box next to the user role in the list.
4. Click the **Actions** dropdown menu > select **Delete**.

Undelete a user role

Steps *To undelete a user role:*

1. Visit **Settings** > **User Roles**.
2. Click the **Show:All Roles** dropdown > select **Show:Deleted**.
3. Search for the user role you wish to undelete.
4. Check the box next to the user role in the list.
5. Click the **Actions** dropdown menu > select **Undelete**.

Tip Undeleted user roles will automatically be reassigned to users who were previously assigned the roles. If the undeleted role was deleted because it had been merged, the merged role will also remain assigned to the user unless the role is deleted or manually removed from the users.