samegoal

Delete Users

Delete users

Users should be deleted when:

- The user account was created in error.
- The user no longer works at the district.
    - Documents they are associated with will **not** be deleted.
    - Deleted users may be undeleted at any time.

Steps *To delete a user:*

1. Visit **Users** in the left menu.
2. Search for the user you wish to delete.
3. Check the box next to the user.
4. Click the button **Actions > Delete**.

Undelete users

Users should be undeleted when:

- The user was deleted in error
- The user is returning to the district

Steps *To undelete a user:*

1. Visit **Users** in the left menu.
2. Search for the user you wish to undelete. Make sure the **deleted** checkbox is checked when performing the search.
3. Check the checkbox next to the user to undelete in the list. Then click the button **Actions > Undelete.**