

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.**