

Delete a User

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1. From your **Dashboard**, select **Manage Users**.
2. Use the filters to locate the desired user. The filters are active and begin to search as you type. Optionally, you can press enter.
3. Under the Actions column, select **Delete**.
4. In the pop-out window, select **Confirm** to delete the student. *Note: when you delete a student, it is permanent.*
It can take up to 3 hours for your change to be effective.