Delete a User

Last Modified on 10/24/2024 8:08 am EDT

1. From your Dashboard, select Manage Users.



2. Use the filters to locate the desired user. You can filter by License, User Role, My Groups, Shared Groups, or Group Name. You can also type directly into the search boxes. The filters are active and begin to search as you type. Optionally, you can press enter to search once you have applied a filter or typed in a search box.

Pathful			Dashboard Career	∽ Postsecondary ∽	Work-based Learning	y 🗸 Employability 🗸	My Tracker 🗸 My Da	ta ~ 🙆~
Welcome	back, Tob	anage Users Manage Grou	ps	dir.	-			
Search for users The table below will a	s utomatically update a	s you search and filter						
Licenses				All				~
Username				First Name				
Last Name				Grade:				~
My Groups	Shared Groups					Group: None		
					•	None		
First Name	Last Name	Username	User Role	Grade	Last Activ ty	Common App Users	D IS	COLUMNS
Admin	A	AdminA	Admin		2024-08-: 3 15:07:14.367	O Susan Group C	ered user or u er role	iser is a
Admin	Ray	SusanAdmin	Admin		2024-09- <mark>1</mark> 2 15:58:17.473	OC License 1 - Fu	Rostered user or un	iser is a

3. Under the Actions column, select **Delete**.

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My Dashboard Fav	e back, Tobi	e anage Users Manage Grou	ps	1 1 1				
Licenses	automatically update as	you search and filter		User Role:				×
Username				First Name				
Last Name				Grade:				~
My Groups Shared Groups					_	Group: Susan Group C		
First Name	Last Name	Username	User Role	Grade	Last Activity Date	e Main License	Actions	
Cameron	Carter	SusanStudent13	User	Grade 11		QC License 1 - Full	EDIT DELET	
Dominique	Daylen	SusanStudent14	User	Grade 11		QC License 1 - Full	EDIT DELET	
Eden	Elliot	SusanStudent15	User	Grade 12		QC License 1 - Full	EDIT DELET	
Finley	Fritz	SusanStudent16	User	Grade 11		QC License 1 - Full	EDIT DELET	

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.

