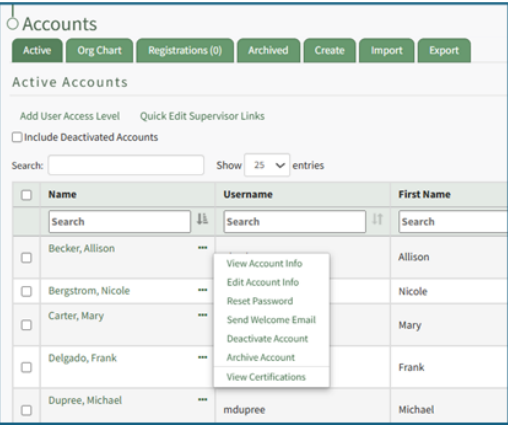
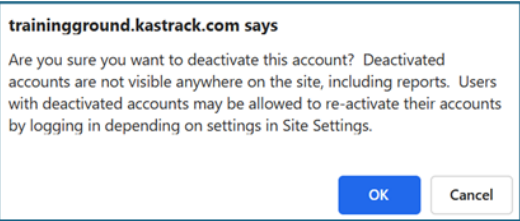


Deactivate a User Account

To deactivate an account, open the Active Tab on the Accounts Page in the Accounts Module.



Click the three dot (...) icon next to the user in the Active Accounts Table, opening the context menu. Select “Deactivate Account” from the context menu, opening a Confirmation Modal for account deactivation.



The modal states, “Are you sure you want to deactivate this account? Deactivated accounts are not visible anywhere on the site, including reports. Users with deactivated accounts may be allowed to re-activate their accounts by logging in depending on settings in Site Settings.”

Select the “OK” button to deactivate the selected user account. Select the “Cancel” button and return to the Active Tab on the Accounts Page.