

Disable A User

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Go to **Administration** and then select **Manage Users**.

Only a user administrator can disable a user's login. To find the user, you may scroll through the default list table or select the Filter Icon and then search for a user by their *first and last name, login, or email*. Once you have located the specific user, click on the user's login from the table to view the user's detail page.

To change the user status to disabled:

1. On the user detail page, go to the *User Status* field.
2. Click on the drop-down menu and select **Disabled**.
3. Select **Save Changes**, located at the top right.

The user will no longer be able to log in with their login and password.

Remember to remove any disabled users from your [Notifications](#) as well.