

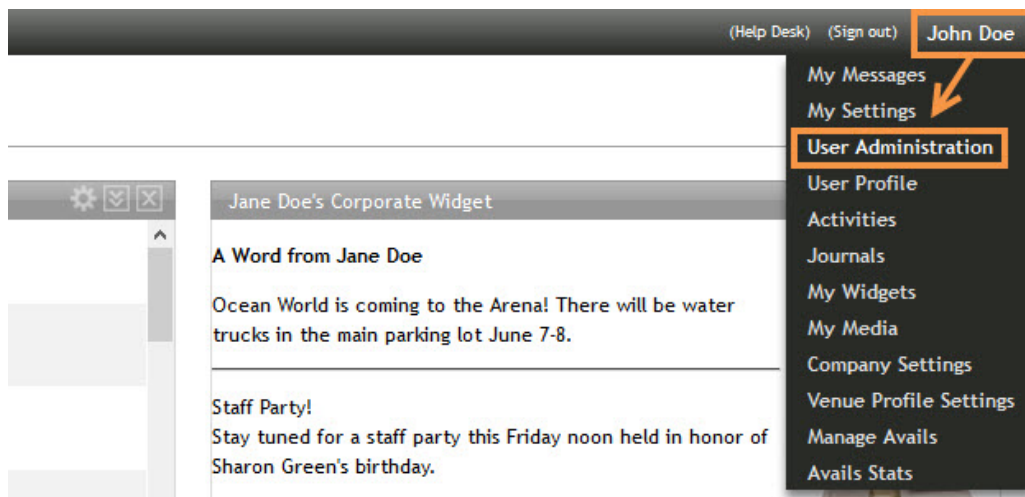
# Disabling a User

Updated: May 20, 2015

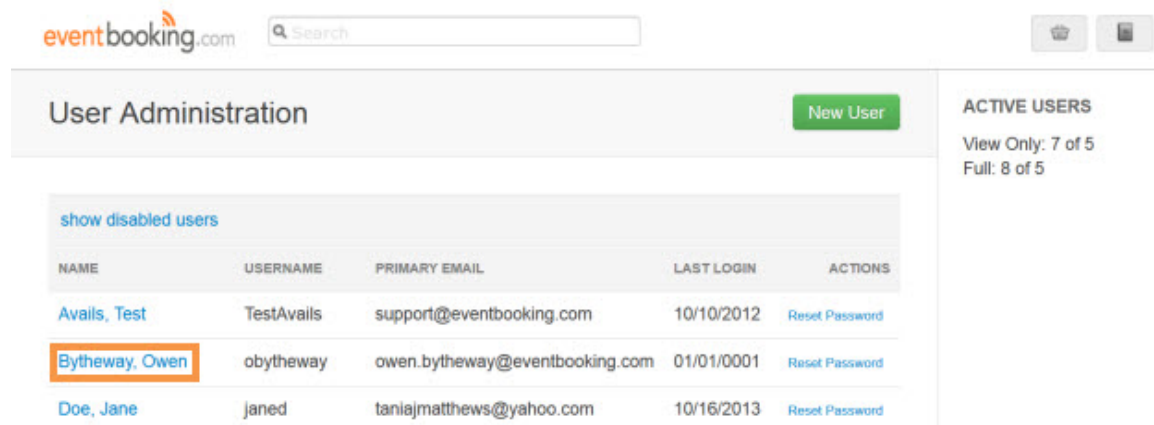
This article will walk you through disabling a user from the User Administration page. Please note that this feature is only available to users with administrative permissions.

## Disabling a User

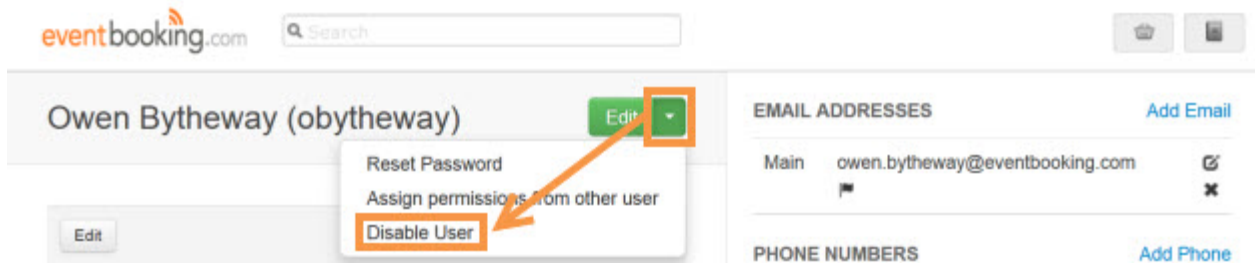
1. Hover over your name in the upper-right corner of the browser window.
2. Click **User Administration**.



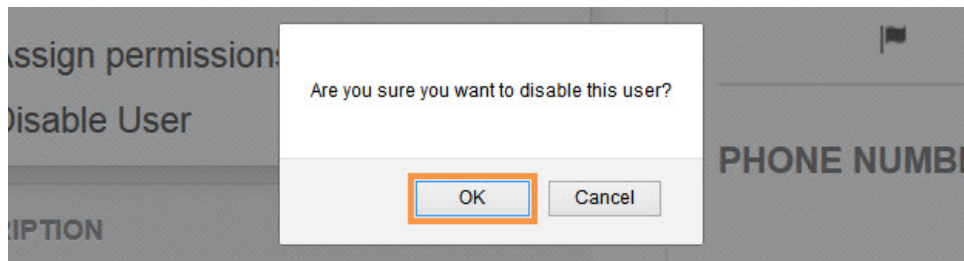
3. Click on the name of the user you would like to disable.



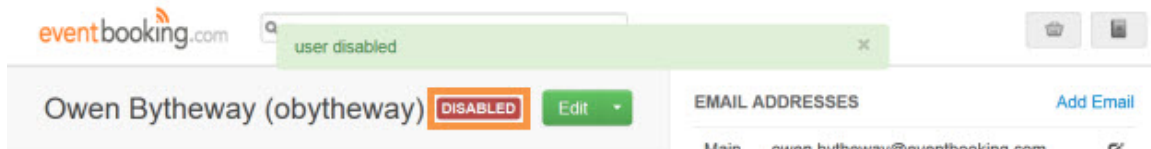
- 4. Click the down arrow on the green edit button.
- 5. Click **Disable User**.



- 6. Click **OK** to confirm that you would like to disable the user.



You will receive a notification that the user has been disabled and a red label will mark the user as disabled.



Your user will no longer be listed as an active user.

