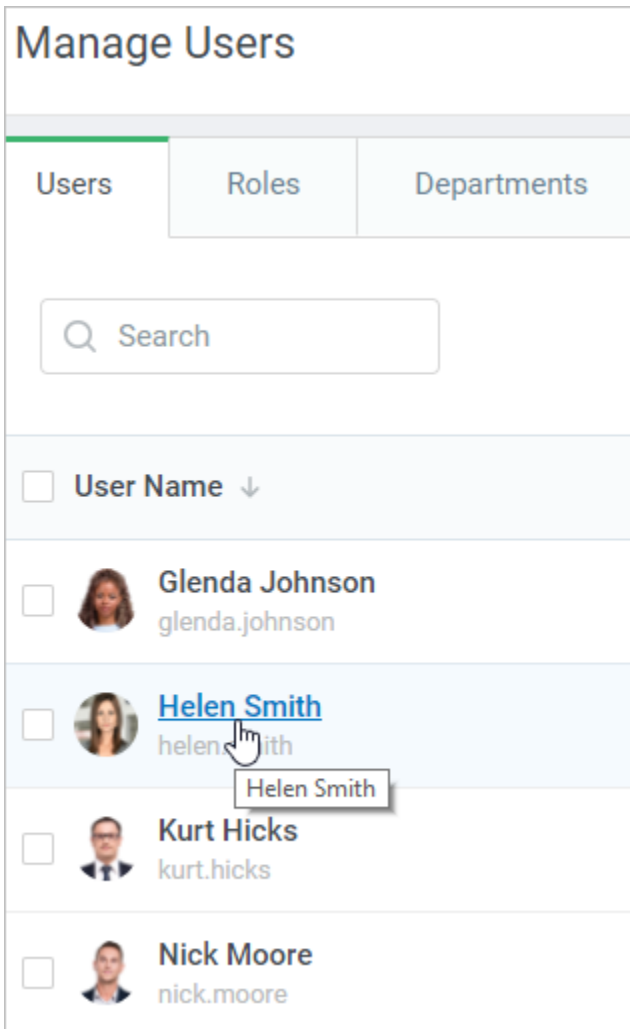


Deleting Users





You can delete users if your role in iSpring Learn allows you to do it.

To remove a user:



1. Click the user's name in the **Users** section.




The screenshot shows the 'Manage Users' interface. At the top, there are three tabs: 'Users' (selected), 'Roles', and 'Departments'. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. Underneath the search bar is a dropdown menu labeled 'User Name' with a downward arrow. The main content area displays a list of users, each with a checkbox, a profile picture, a name, and a username. The user 'Helen Smith' is highlighted in blue, and a tooltip with her name is visible over her name. The other users listed are Glenda Johnson, Kurt Hicks, and Nick Moore.

Users	Roles	Departments
<input type="text" value="Search"/>		
<input type="checkbox"/> User Name ↓		
<input type="checkbox"/>		Glenda Johnson glenda.johnson
<input type="checkbox"/>		Helen Smith helen.smith
<input type="checkbox"/>		Kurt Hicks kurt.hicks
<input type="checkbox"/>		Nick Moore nick.moore

2. On the **User Information** page, click **Delete User**.

← User Information  

 **Helen Smith**
Learner Message

Personal Information | Group Memberships | Access Level | More ▾

General user information Save

* Login: [Change Password](#)
The user will receive a password change notification

* Email: User is Active:
Last login was on Jul 23, 2019, 5:42:03 PM UTC

First Name: [Delete User](#)
This user will be permanently deleted from the account

Last Name:


Job Title:

Country: ▾

3. To confirm the action, click **Delete**.

Delete user ✕

Are you sure you want to delete this user?

Delete  Cancel

The second way comes in useful since you need to bulk delete multiple users.

1. In the **Users** section, select a user or check multiple users.

Manage Users

Users

Roles

Departments

Groups

2 items selected
 Enroll Users
 Add to Group

<input checked="" type="checkbox"/>		Glenda Johnson glenda.johnson
<input checked="" type="checkbox"/>		Helen Smith helen.smith
<input type="checkbox"/>		Kurt Hicks kurt.hicks
<input type="checkbox"/>		Nick Moore nick.moore

2. Click **Delete** in the top menu or in the context menu which appears after you right-click on a user's name.

Manage Users

Users

Roles

Departments

Groups

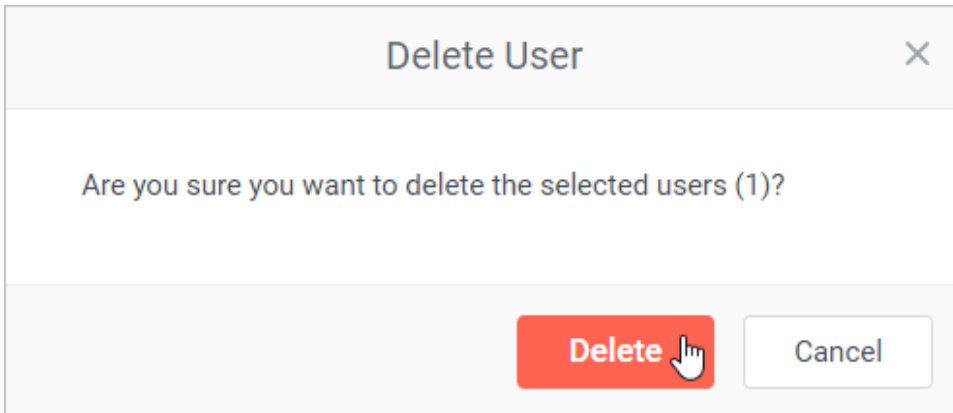
Export/Import ▾ New User

2 items selected
 Enroll Users
 Add to Group
 Change Department
 Activate
 Deactivate
 Delete


<input checked="" type="checkbox"/>		Glenda Johnson glenda.johnson	Sales My Company	2	Learner
<input checked="" type="checkbox"/>		Helen Smith helen.smith	My Company	0	Learner
<input type="checkbox"/>		Kurt Hicks kurt.hicks	Sales My Company	3	Learner
<input type="checkbox"/>		Nick Moore nick.moore	Sales My Company	2	Account Owner

- Enroll Users
- Add to Group
- Change Department
- Activate
- Deactivate
- Delete

3. To confirm the action, click **Delete**.



Even if users are deleted from the account, statistics on them will be kept. Address [iSpring Support Department](#) to get removed users back online.

 *Account Owner* cannot be deleted. Also, users can't delete themselves.