

# Activating and Deactivating Users

On the **Edit user** page, you can activate or block users.

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## Active and Inactive Users Permissions

Being an active user means having access to the iSpring Learn account. The number of active users is specified within your plan, the number of inactive users is unlimited. If active users are outnumbered, all newly added users go inactive.

**Active users** have access to the iSpring Learn account in accordance with departments they belong to.

### Inactive users:


- cannot sign in with the account,
- don't receive email notifications,
- don't have access to content that was available earlier,
- can't be enrolled into content items,
- are available in the reports,
- are not counted for the tariff plan limitations.

Inactive (blocked) users won't have access to the account, but they are visible to *Administrators* and *Account Owner*. Administrators can edit blocked users' profiles and activate them if needed. As soon as users are activated, their permissions are restored.


**Note:** *Account Owner* can't be blocked.

## Activating and Deactivating Users

On the **Edit user** page, you can activate or block a user. To deactivate or activate, drag the **User is Active** toggle button to the **Off** or **On** position.

← User Information 🔔 

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## Helen Smith

Learner

Message

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Personal Information | Group Memberships | Access Level | More ▾

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General user information Save

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* Login:	<input type="text" value="helen.smith"/>	<b>Change Password</b> The user will receive a password change notification
* Email:	<input type="text" value="helensmithspring@gmail.com"/>	<b>User is Active:</b> <input checked="" type="checkbox"/>
First Name:	<input type="text" value="Helen"/>	Last <input type="text" value="Smith"/> 03
Last Name:	<input type="text" value="Smith"/>	PM <input checked="" type="checkbox"/> <b>Delete User</b> This user will be permanently deleted from the account
Job Title:	<input type="text" value="Sales Manager"/>	
Country:	<input type="text" value="United States"/> ▾	

Another way to activate or suspend a user is checking their name in the **Users** section and clicking **Activate** or **Deactivate** in the top menu. This method comes in handy since you want to activate or block multiple users at the same time.

# Manage Users



Users

Roles

Departments

Groups

Search

Export/Import

New User

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

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

You can also activate or deactivate users through the context menu. Right-click a user's name and select **Activate** or **Deactivate** in the context menu. Or, check multiple users, then right-click and select one of the options in the context menu: **Activate** or **Deactivate**.

# Manage Users

Users


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Search

2 items selected [Enroll Users](#) [Add to Group](#)

 **Glenda Johnson**  
glenda.johnson

 **Helen Smith**  
helen.smith

 **Kurt Hicks**  
kurt.hicks

 **Nick Moore**  
nick.moore

- [Enroll Users](#)
- [Add to Group](#)
- [Change Department](#)
- [Activate](#)
- [Deactivate](#)
- [Delete](#)