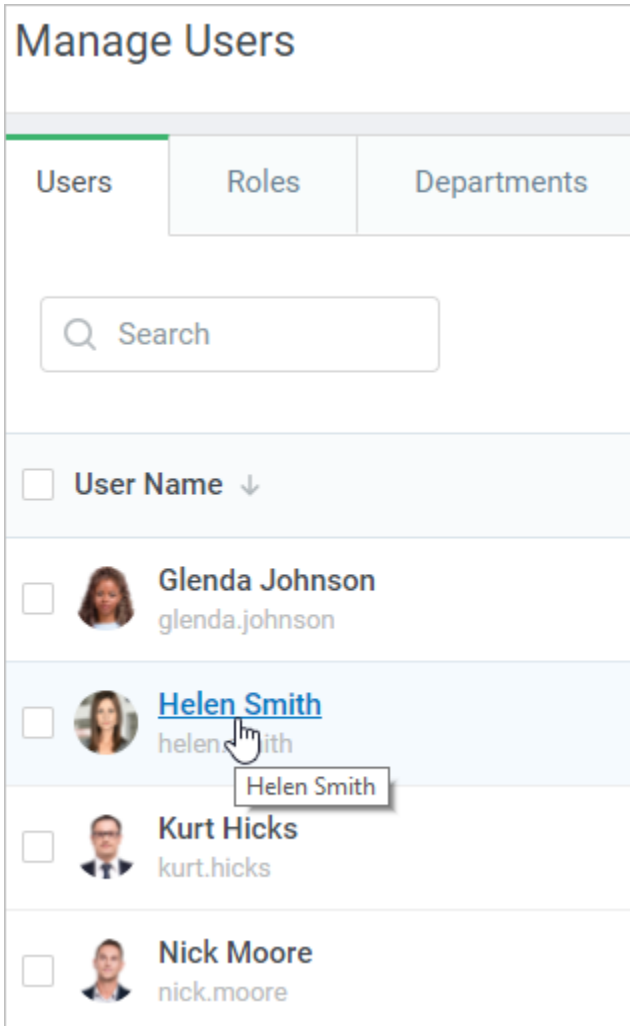


# Deleting Users





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 'Helen Smith' is visible over her name. The other users listed are Glenda Johnson, Kurt Hicks, and Nick Moore.

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

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

← User Information  

---

 **Helen Smith**  
Learner Message

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Personal Information | Group Memberships | Access Level | More ▾

---

General user information Save

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* Login:	<input type="text" value="helen.smith"/>	<a href="#">Change Password</a> The user will receive a password change notification
* Email:	<input type="text" value="helensmithspring@gmail.com"/>	User is Active: <input checked="" type="checkbox"/>
First Name:	<input type="text" value="Helen"/>	Last login was on Jul 23, 2019, 5:42:03 PM UTC
Last Name:	<input type="text" value="Smith"/>	<a href="#">Delete User</a> This user will be permanently deleted from the account
Job Title:	<input type="text" value="Sales Manager"/>	
Country:	<input type="text" value="United States"/> ▾	


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

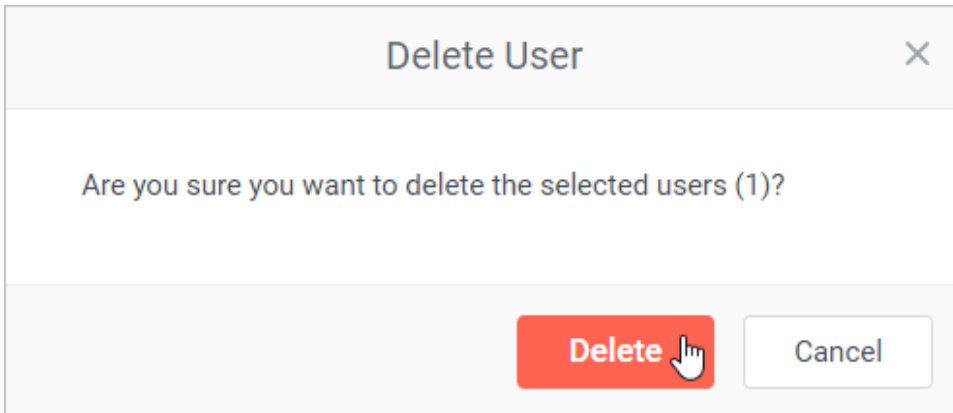
Export/Import ▾ New User

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


<input checked="" type="checkbox"/>		<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 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

- 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.