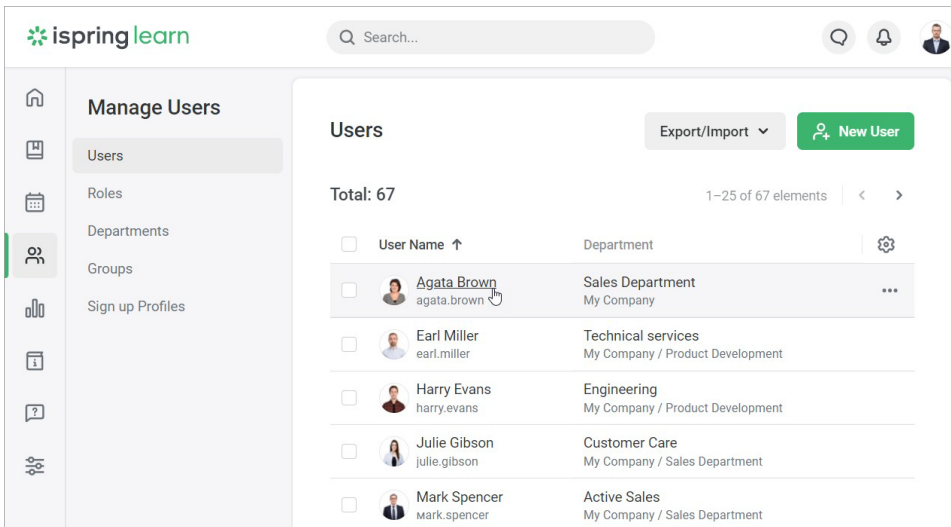


# Deleting Users

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

To remove a user:

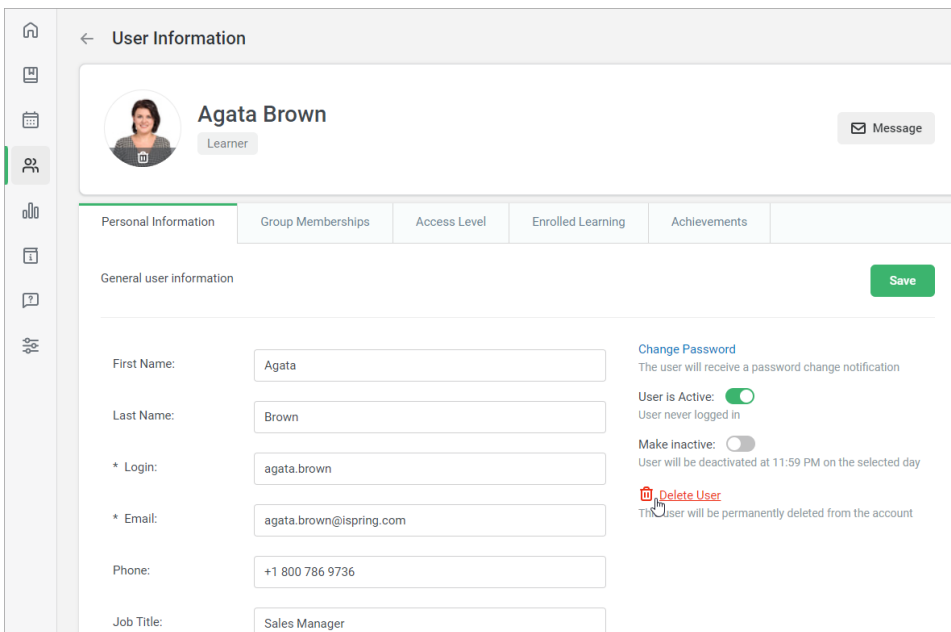
1. Click the user's name in the **Users** section.



The screenshot shows the 'Manage Users' interface in iSpring Learn. The left sidebar contains navigation options: Home, Users, Roles, Departments, Groups, Sign up Profiles, and a settings icon. The 'Users' section is active. The main content area has a search bar, 'Export/Import' button, and a 'New User' button. Below this, it shows 'Total: 67' users and a pagination control for '1-25 of 67 elements'. A table lists users with checkboxes, names, and departments. Agata Brown is highlighted.

<input type="checkbox"/>	User Name ↑	Department	
<input type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company	...
<input type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development	
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development	
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department	
<input type="checkbox"/>	Mark Spencer mark.spencer	Active Sales My Company / Sales Department	

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



The screenshot shows the 'User Information' page for Agata Brown. The left sidebar is the same as the previous screenshot. The main content area has a header with a back arrow, 'User Information', and a 'Message' button. Below this is a tabbed interface with 'Personal Information' selected. The 'General user information' section contains fields for First Name, Last Name, Login, Email, Phone, and Job Title. To the right of these fields are options to 'Change Password', toggle 'User is Active', toggle 'Make inactive', and a 'Delete User' button.

First Name: Agata

Last Name: Brown

\* Login: agata.brown

\* Email: agata.brown@ispring.com

Phone: +1 800 786 9736

Job Title: Sales Manager

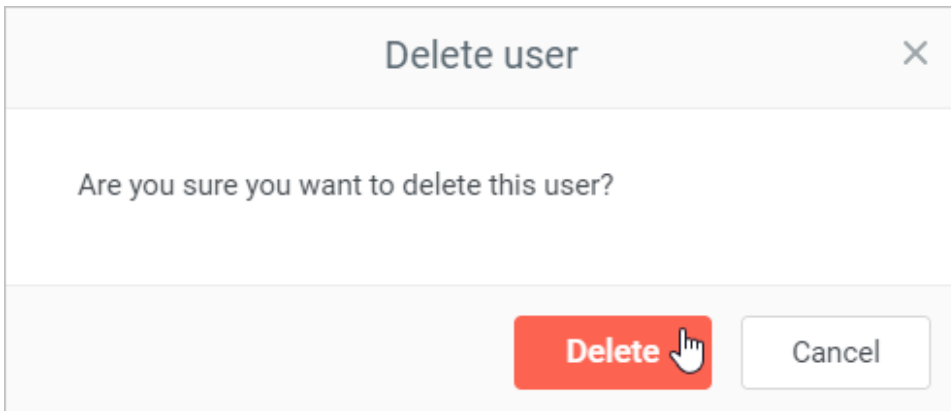
[Change Password](#)  
The user will receive a password change notification

User is Active: ☒ User never logged in

Make inactive: ☐ User will be deactivated at 11:59 PM on the selected day

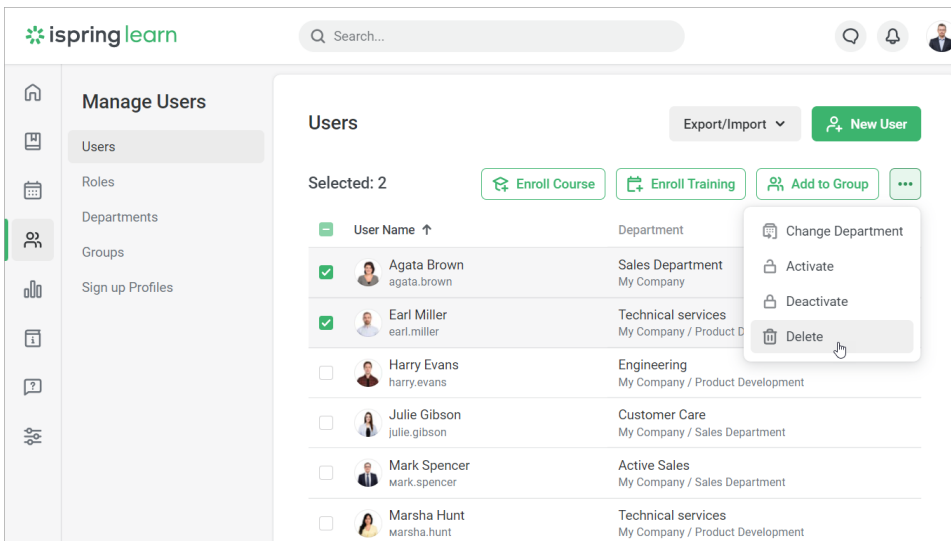
[Delete User](#)  
This user will be permanently deleted from the account

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

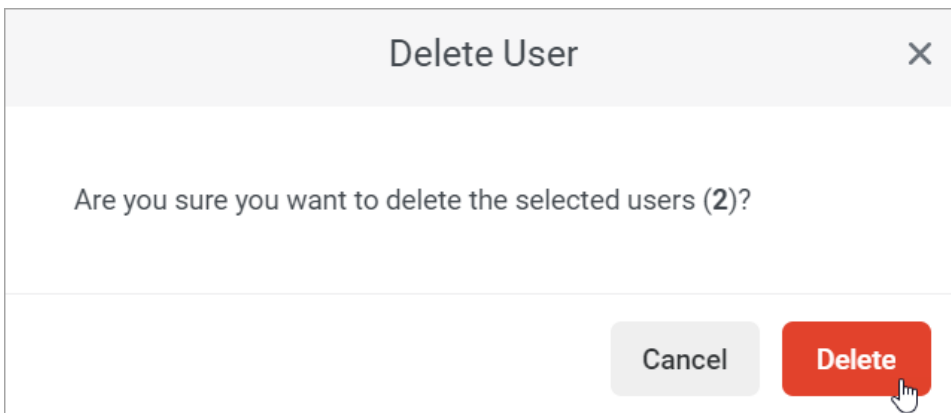


The second way comes in useful since you need to bulk delete multiple users.

1. In the **Users** section, select a user or check multiple users.
2. Click **Delete** in the top menu or in the context menu which appears after you right-click on a user's name.



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



- When you delete a user, their statistics do not remain in the archives. To preserve their statistics, [deactivate the user](#).
- If you have deleted a user and need to restore their statistics, [contact iSpring support](#).
- *The Account Owner cannot be deleted.*

