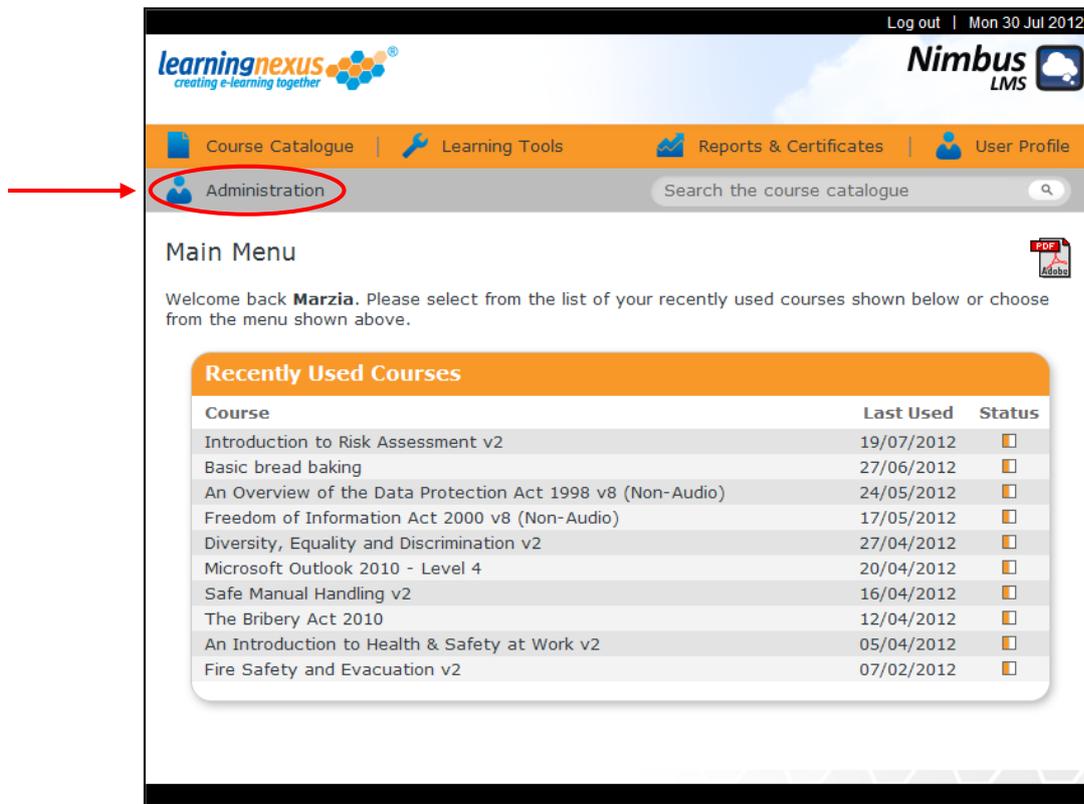
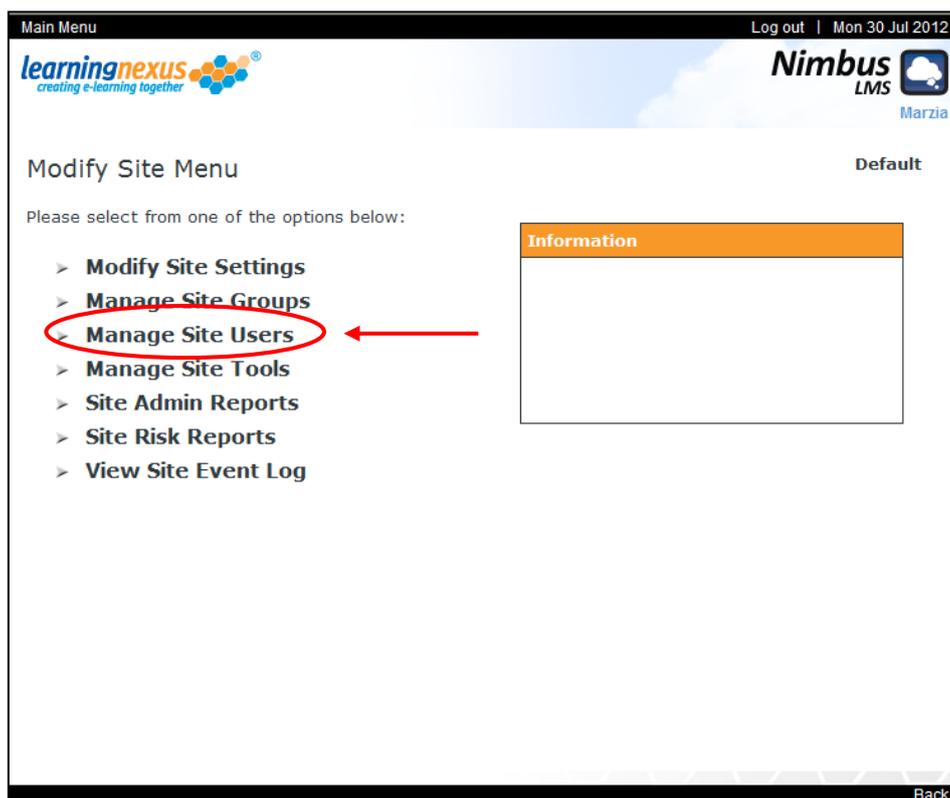


To delete a user's account:

- 1) From the **Main Menu**, click on the **Administration** option:

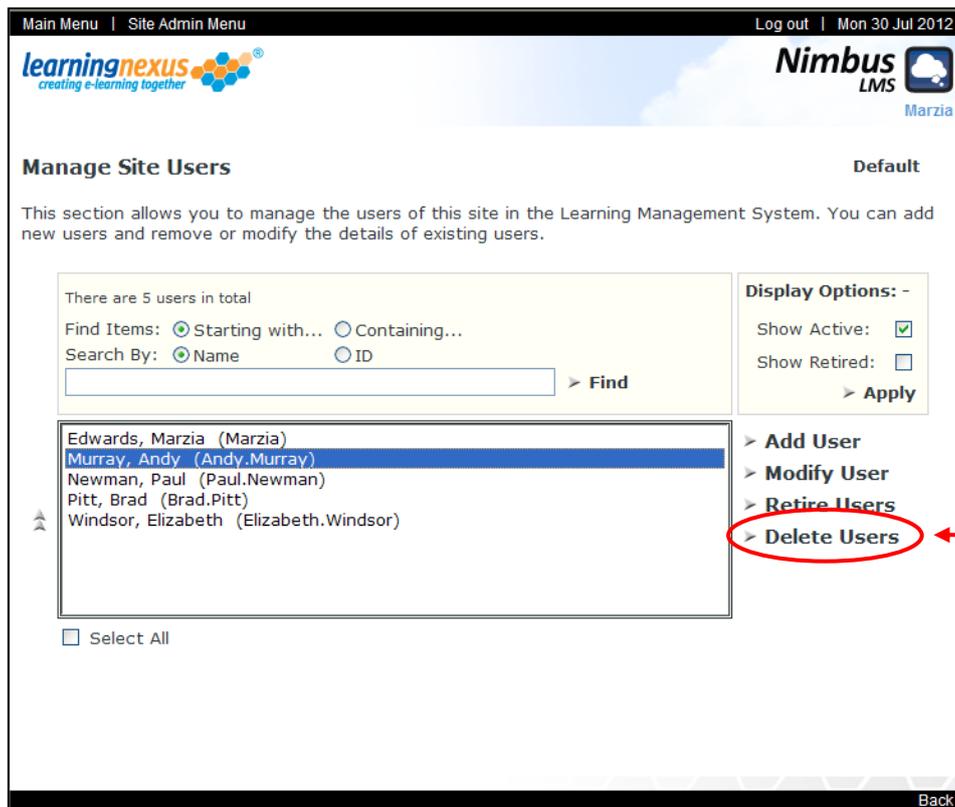


- 2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Users**.

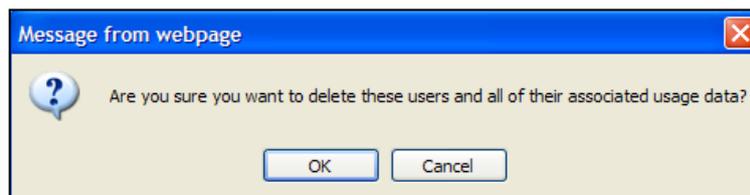


You will now see a page displaying the options applicable to users. Using your mouse, select the user you want to delete from the list in the box, then click on **Delete Users**:

1)



You will see a confirmation message:



Select **OK** to confirm the deletion.

IMPORTANT: deleting a user's account will also permanently delete all their usage data. Unless you have a good reason for deleting, please consider using the 'Retire Users' functionality.