

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**.

Main Menu	Log out Mon 30 Jul 2012
learningnexus	Nimbus LMS Marzia
Modify Site Menu	Default
Please select from one of the options below:	Information
Modify Site Settings	
Manage Site Groups	
Manage Site Users	
Manage Site Tools	
Site Admin Reports	
 Site Risk Reports 	
View Site Event Log	
	Back

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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)

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nage Site Users section allows you to manage the users of this site in the Le	Default arning Management System. You can add
users and remove or modify the details of existing users.	Display Options: -
Find Items: ③ Starting with 〇 Containing Search By: ④ Name	Find Show Active: Show Retired: Apply
Edwards, Marzia (Marzia) Murray, Andy (Andy.Murray) Newman, Paul (Paul.Newman) Pitt, Brad (Brad.Pitt) Windsor, Elizabeth (Elizabeth.Windsor)	 > Add User > Modify User > Retire Users > Delete Users
Select All	

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.