

Retiring user accounts removes access to the relevant account and hides the name from the main list of users. However, all the data related to the retired user will be retained within the system and you will be able to include it in your reports.

To retire a user's account:

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

		Keports & C	Certificates 📥	User
	Administration	Search the cou	irse catalogue	
Ν	1ain Menu			
v	/elcome back Marzia. Please select from the list of y	your recently used c	ourses shown below	or cho
fi	om the menu shown above.			
	Recently Used Courses			
	Course		Last Used	Stati
	Course Introduction to Risk Assessment v2		Last Used 19/07/2012	Stat
	Course Introduction to Risk Assessment v2 Basic bread baking		Last Used 19/07/2012 27/06/2012	Stat
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012	Stat
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio)	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012	
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 27/04/2012 20/04/2012 16/04/2012 12/04/2012	State
	Course Introduction to Risk Assessment v2 Basic bread baking An Overview of the Data Protection Act 1998 v8 Freedom of Information Act 2000 v8 (Non-Audio) Diversity, Equality and Discrimination v2 Microsoft Outlook 2010 - Level 4 Safe Manual Handling v2 The Bribery Act 2010 An Introduction to Health & Safety at Work v2	(Non-Audio)	Last Used 19/07/2012 27/06/2012 24/05/2012 17/05/2012 27/04/2012 20/04/2012 12/04/2012 05/04/2012	

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 retire from the list in the box, then click on **Retire Users**:

1)

nage Site Users Default section allows you to manage the users of this site in the Learning Management System. You can add users and remove or modify the details of existing users. Display Options: - There are 5 users in total Find Items: ③ Starting with ○ Containing Display Options: - Search By: ④ Name ○ ID > Find > Show Active: ☑ Edwards, Marzia (Marzia) > Add User	u Site Admin Menu NgNexus -learning together		Log out Mon 30 Jul 2013 Nimbus LMS Marzia
There are 5 users in total Display Options: - Find Items: ③ Starting with ○ Containing Show Active: ☑ Search By: ③ Name ID ▶ Find Show Retired: □ ▶ Apply Edwards, Marzia (Marzia) ▶ Add User	Je Site Users tion allows you to manage the users of this site in rs and remove or modify the details of existing us	ו the Learning Manage ers.	Default ement System. You can add
Edwards, Marzia (Marzia) Murray, Andy (Andy, Murray)	re are 5 users in total d Items: ⊙Starting with ○Containing arch By: ⊙Name ○ID	> Find	Display Options: - Show Active: ☑ Show Retired: □ ≻ Apply
Newman, Paul (Paul.Newman) Pitt, Brad (Brad.Pitt) Windsor, Elizabeth (Elizabeth.Windsor) Modify User Retire Users Delete Users	wards, Marzia (Marzia) rray, Andy (Andy.Murray) wman, Paul (Paul.Newman) t, Brad (Brad.Pitt) ndsor, Elizabeth (Elizabeth.Windsor)		 > Add User > Modify User > Retire Users > Delete Users

The user you selected will disappear from your main list.