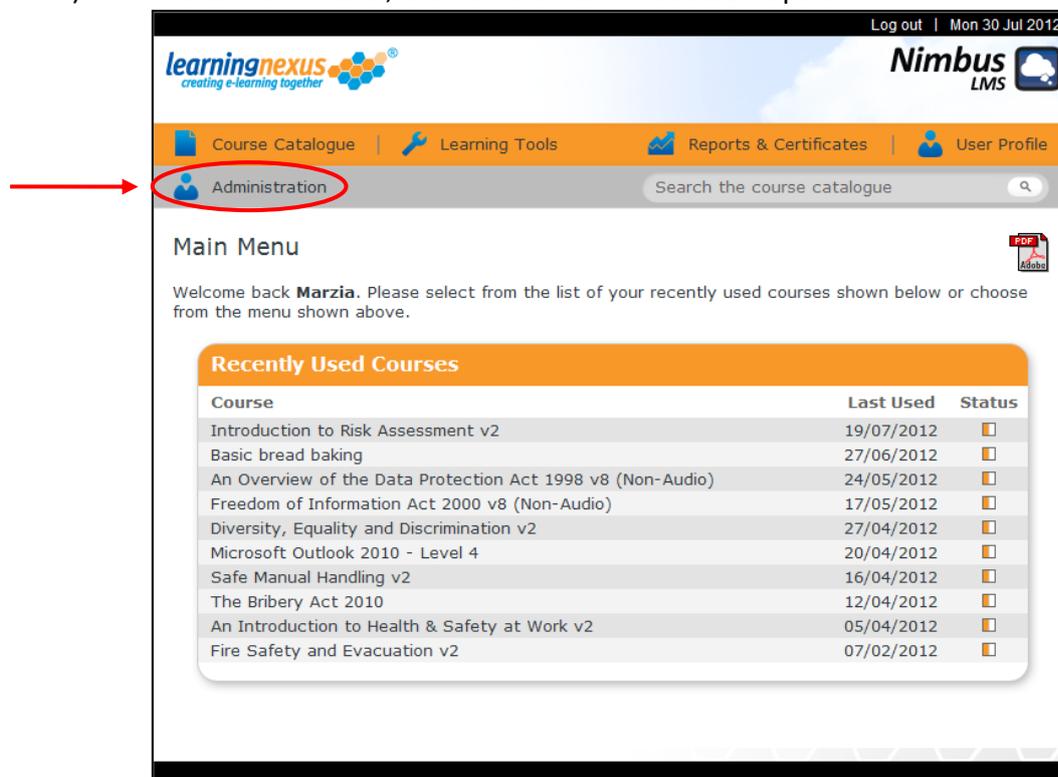


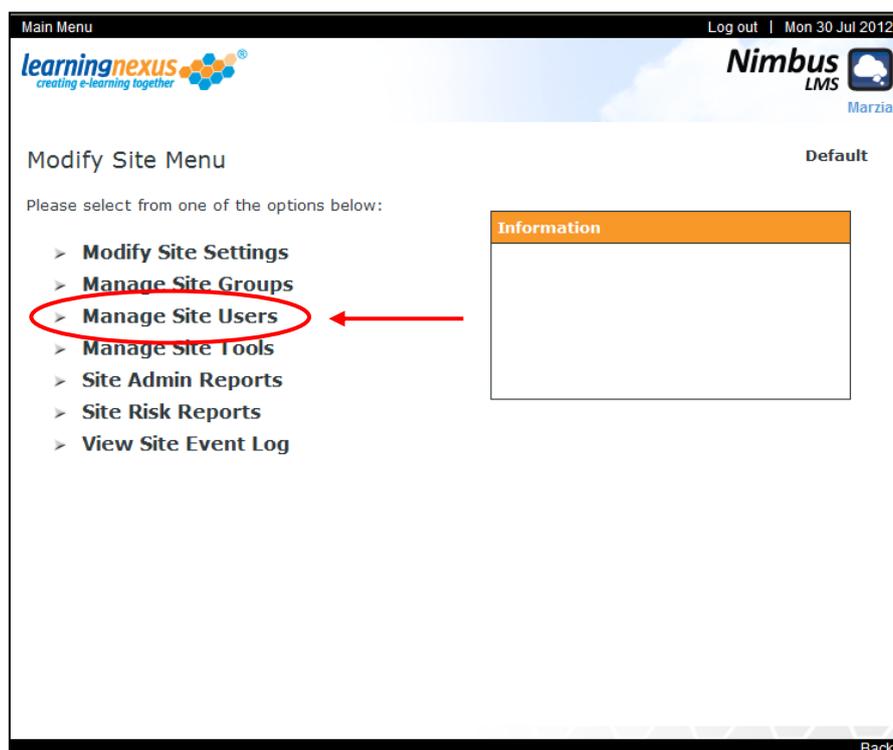
Retiring user accounts removes access to the relevant account and hides the name from the main list of users. However, all the data related to the retired user will be retained within the system and you will be able to include it in your reports.

To retire a user's account:

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

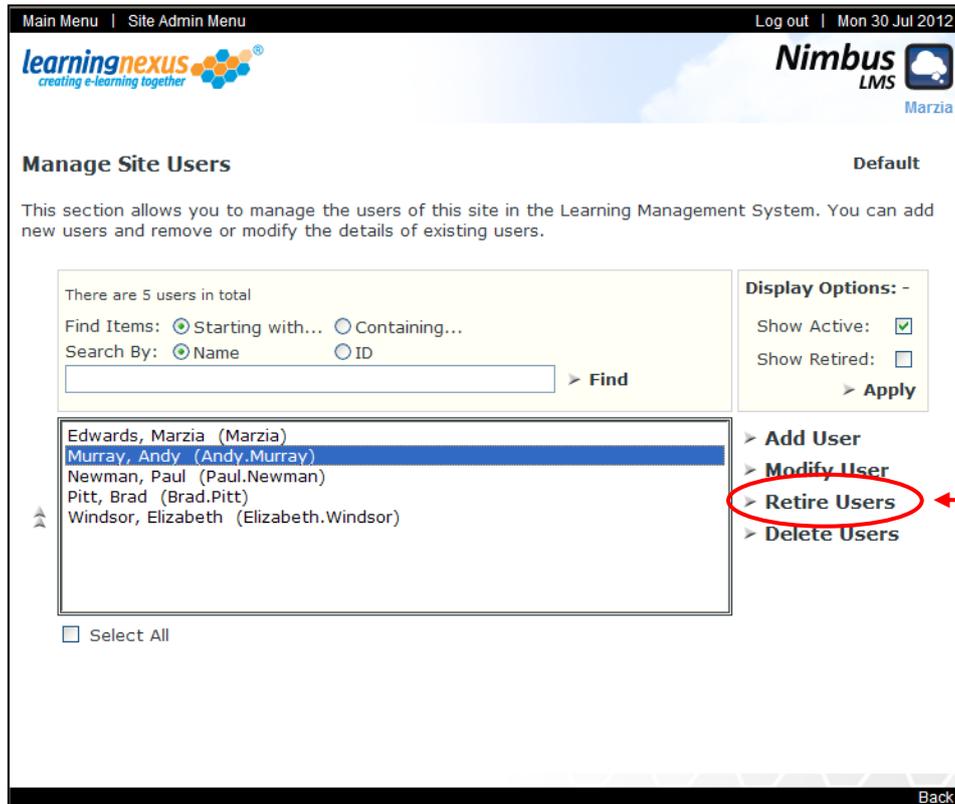


- 2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Users**.



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)



Main Menu | Site Admin Menu Log out | Mon 30 Jul 2012

learningnexus  **Nimbus**
LMS 
Marzia

Manage Site Users Default

This section allows you to manage the users of this site in the Learning Management System. You can add new users and remove or modify the details of existing users.

There are 5 users in total

Find Items: Starting with... Containing...

Search By: Name ID

Display Options: -

Show Active:

Show Retired:

- > Add User
- > Modify User
- > **Retire Users** 
- > Delete Users

Edwards, Marzia (Marzia)
Murray, Andy (Andy.Murray)
Newman, Paul (Paul.Newman)
Pitt, Brad (Brad.Pitt)
Windsor, Elizabeth (Elizabeth.Windsor)

Select All

Back

The user you selected will disappear from your main list.