Deleting Users

You can only delete unassigned users--that is, a user who does not own any active programs, entities, or content and is not assigned as a workflow stage stakeholder. You can choose to delete users one by one or all at once.

Note the following behavior when deleting users one by one:

- If you try to delete a user who has not performed any activities, a message to provide your confirmation to delete the user appears.

- If you try to delete a user who has performed more or less activities, a message listing all the objects owned by the user appears. In addition, it is recommended deactivating the user.

Note the following behavior when deleting multiple users at once:

- A message appears without listing any underlying objects owned by the users, but displays the users who can be deleted and deactivated.

To delete a user:

1. In the Administration application, go to **Users** > **Users**.

2. Select the user you want to remove.

3. Click **Delete**.

4. In the confirmation dialog, click **OK**.

The user account is removed from the system. If the user is logged in, their session is terminated.