

Deactivate a User

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You can deactivate user accounts in your region or division, depending on your level of administrator rights.

Deactivated users no longer have access to EMTrack. The user's name will appear struck through (such as "~~name~~") in the user administration page.

This action also deactivates the user's roles. If the user has a role at another location for which you are not an administrator, you cannot deactivate that user's account. You can only deactivate their access to your locations.

To deactivate a user account

1. On the upper right, click **System Settings**.
2. On the left, under *Users & Devices*, click **Users**. The *Users* page opens.
3. Locate the user and on that row, click the edit icon. The *User Administration - Update* page opens.
4. Clear the **Active** check box.
5. Click **Update**.