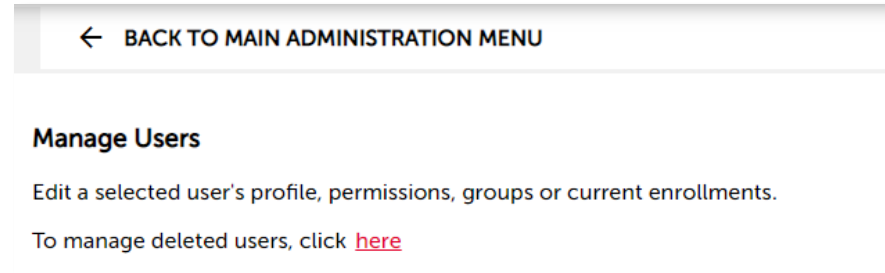


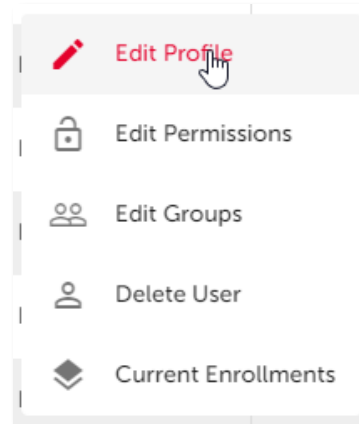
Inactivating a user

1. Go to the Manage Users page (Company admin, learning admin, or learning manager only)
2. From the Actions menu, select 'Edit Profile'
3. Uncheck 'User's account is active (the user can login)' and click Submit.

1



2



3

