

## Edit or Delete a User




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### Important Notes

- Administrators cannot edit any fields in a user's **User Profile** section. To request a change to the details of this section, contact [Resolver Support](#).
- **All Access** grants a user access to all object types and their objects within an organization. Therefore, it's recommended that you enable these settings only when necessary.
- It's generally recommended that user accounts are disabled rather than deleted. See the [Important Notes About Deleting or Deactivating User Accounts](#) article for more information.
- Disabled users are not counted towards your org's maximum user count.
- A new [data warehouse](#) password must be generated and entered into any business intelligence tools to re-establish connectivity if the admin account that generated the original password is deleted, disabled, or loses its admin privileges.

### Instructions

#### To edit or delete an existing user:

1. Click the  icon in the top bar > **Users** in the **People** section.
2. Enter a first and/or last name of the user in the text field to search for a user or click on an account to open the **Edit User** page.
3. Click the  or  icons next to **User Enabled**, **Admin**, and/or **All Access** to enable or disable the user account and/or administrative rights.
4. **Optional:** Select a pre-configured [language](#) from the **Language** dropdown menu to choose how the UI and applications will be translated for the user. Note that the default language selected in a user's browser will take precedence.
5. To review the user groups or roles the account has been added to, click a group or role in the **User Group Membership** or **User Role Membership** section, which will display the **Edit Role** or **Edit User Group** page.

### User Group Membership

Indicator Owner

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Risk Owner

### User Role Membership

Compliance Team **GLOBAL PERMISSION**

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Indicator Owner via User Group: Indicator Owner

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Report Owner


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Requirement Owner

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Risk Owner

*The User Group Membership and User Role Membership sections.*

6. To delete the user, click the  icon, then click **Yes** to confirm.
7. Click **Done** when finished.