

# Deleting a User

Last Modified on 08/19/2024 11:14 am EDT

## Overview

Deleting a user account prevents the user from logging into your organization and accessing any data, but it also removes that user from any objects they were assigned to via a role, which may affect your reporting.

Also note that deleting an account does not remove the user from your Core database. If you require that one or more users are removed from the database, contact [Resolver Support](#) for assistance.

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.

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## User Account Requirements

The user account you use to log into Resolver must have Administrator or advanced permissions to edit users.

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## Related Information/Setup

Please see the [Languages Overview](#) article for more information on using an alternate language setting.

- [Languages Overview](#)

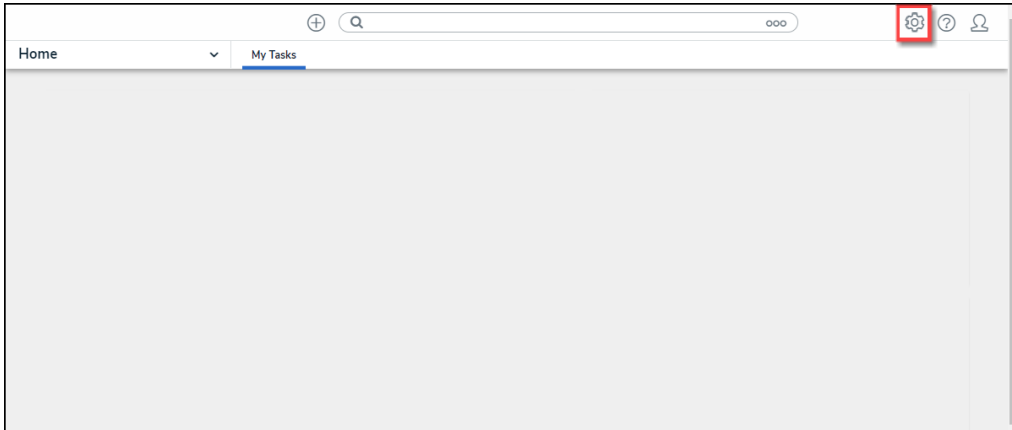
Please see the [Access Your Data Warehouse Settings](#) article for Orgs that have Data Warehouse enabled.

- [Access Your Data Warehouse Settings](#)

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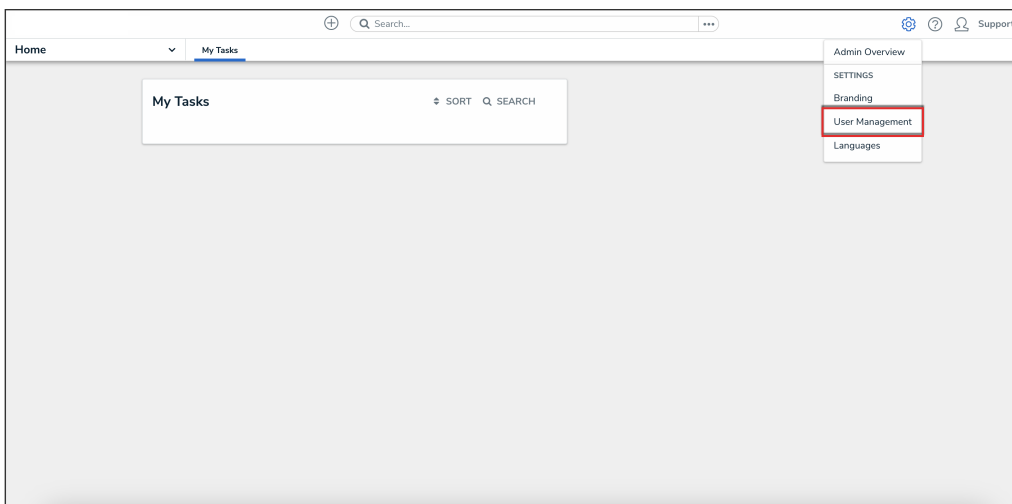
## Navigation

1. From the **Home** screen, click the **Administration** icon.



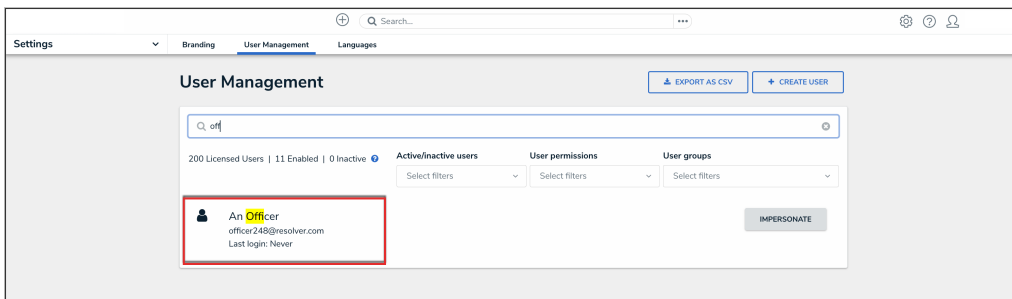
*Administration Icon*

2. From the Administrator settings menu, click **User Management**.



*Administrator Settings Menu*

3. Enter a user's name in the **Search** field to narrow the search results.
4. Click the name of the user you want to edit or delete.

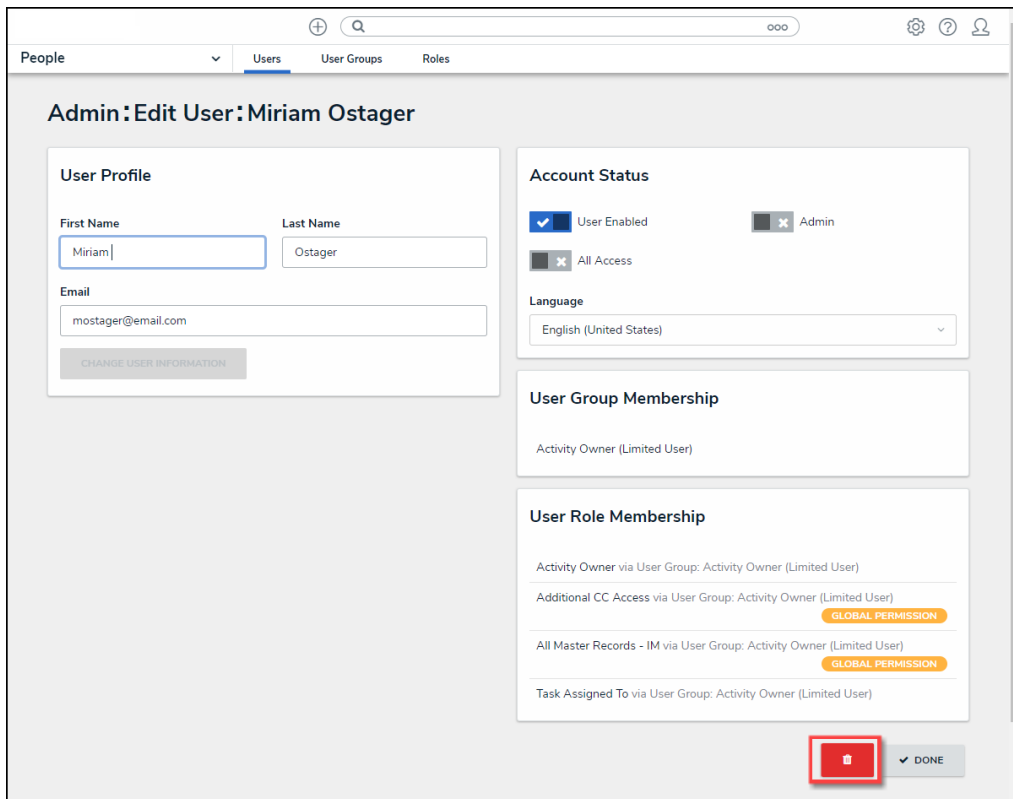


*Username*

## Deleting a User

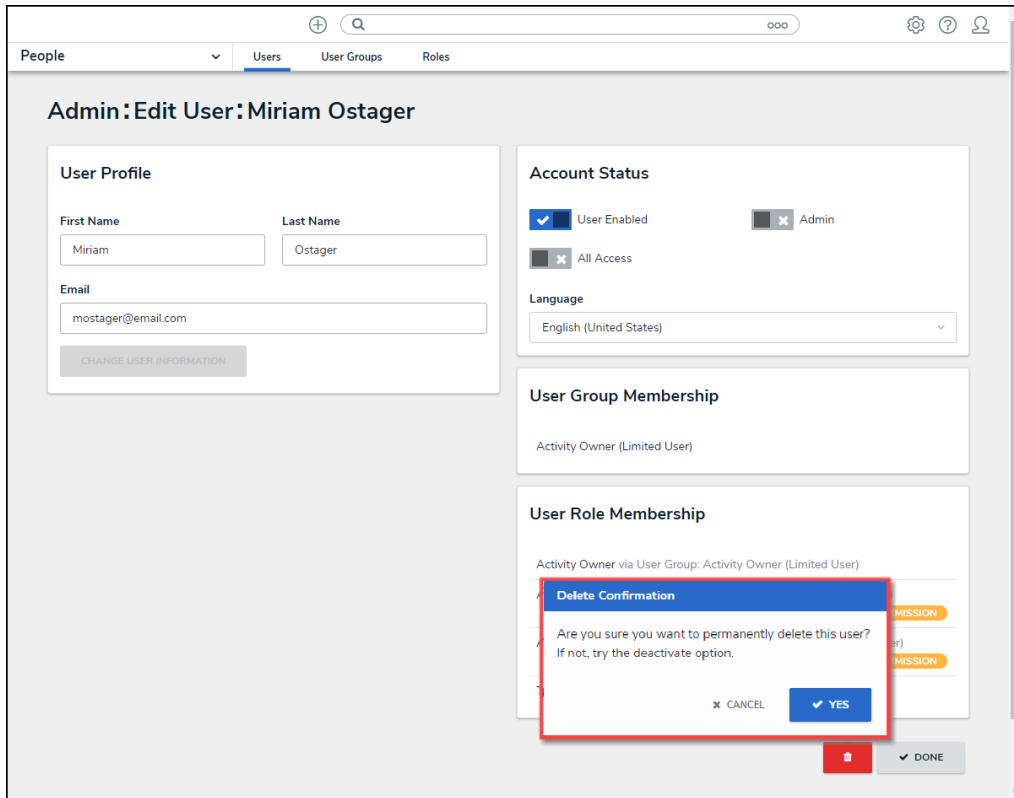
1. Click the **Delete** icon to delete the user profile. Disabling a user account is better than

delete them to avoid impacting any existing role and assignment configurations (and their associated workflows). Disabled Users are not counted towards your Org's maximum user count.



*Delete Icon*

2. A **Delete Confirmation** screen will appear, asking if you want to delete the User from the system permanently.
3. Click the **Yes** button to confirm.



*Delete Confirmation Screen*