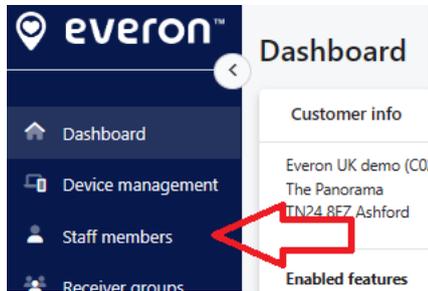


Deleting a Staff Account



Log in to the portal (see User guide – “Portal access”)

On the home page, to the left, you will see **Staff members** - click on this: -



You will now see a list of all the locations/sites/schemes, and under each, you will see the number of users who have access to it.

Note: If the user has access to all locations/sites/schemes, they will be in the top box.

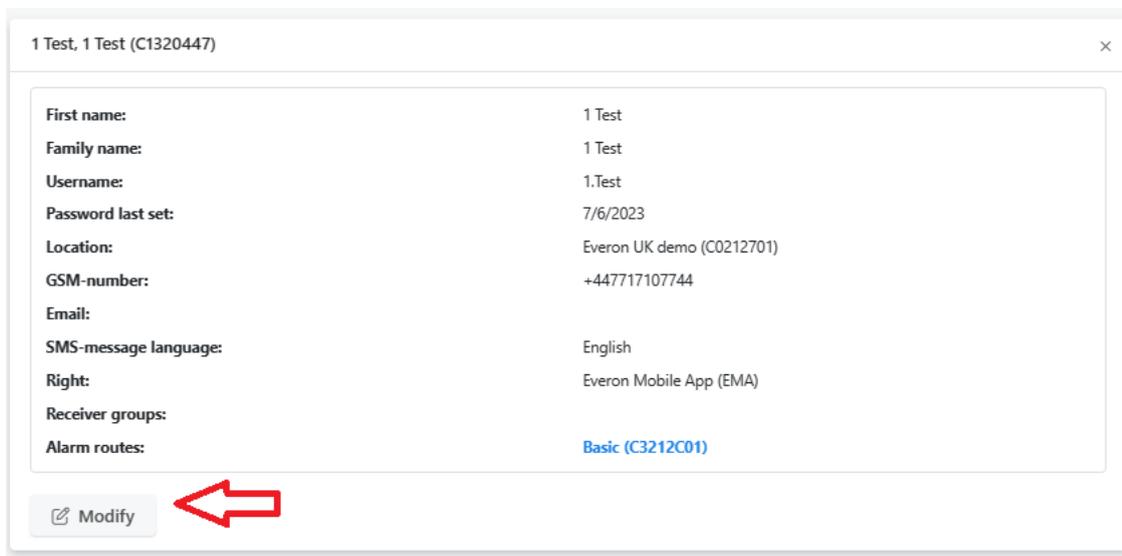
Note: If they have access to a specific location/site/scheme, they will be in the box named after it.

Find the user.

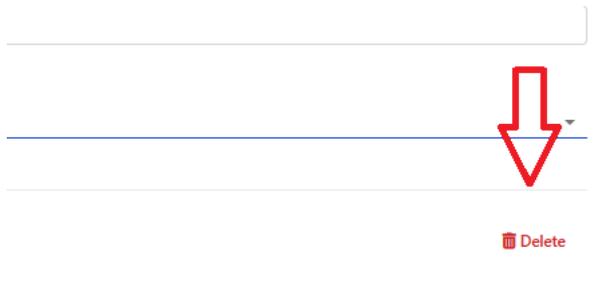
 **Everon UK demo**
Number of staffs: 14

ID	Username	Name
 C1320447	1.Test	1 Test, 1 Test

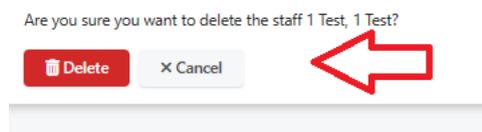
Click on the line and this box will appear: -



Click on modify and then scroll down to the bottom and to the right, you'll see the below: -



This will then appear: -



Click on **Delete**

This task is complete.

If you refresh (F5) your browser and go back into the same location/scheme/site, you will see they no longer exist as a user.