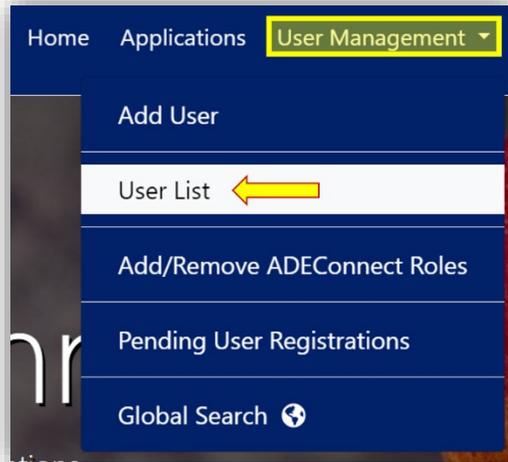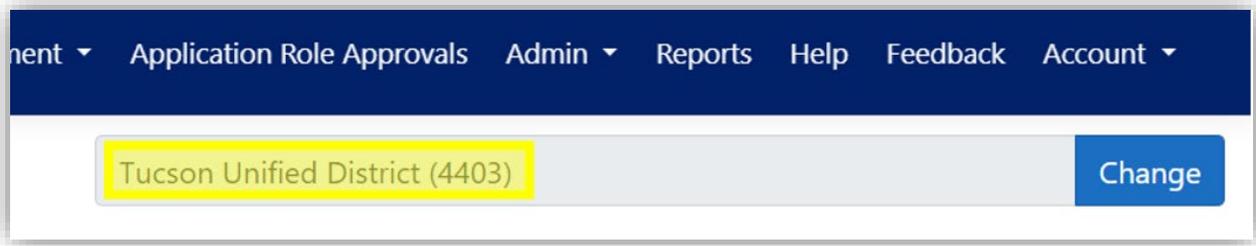# ADEConnect Quick Guide:

How to Remove ADEConnect Roles

❖ From the ADEConnect home page, in the top bar select User Management and User List.

❖ On the User List page, make sure the parent level education organization you selected on top is the one you want to remove a user role from

- ▪ In this example, we've selected Tucson Unified District, so this means we can edit users that are *assigned* to Tucson Unified District or users that are *assigned to organizations associated* with Tucson Unified District.

  o Click change to update the parent level Education Organization if it's not the Education Organization you want.
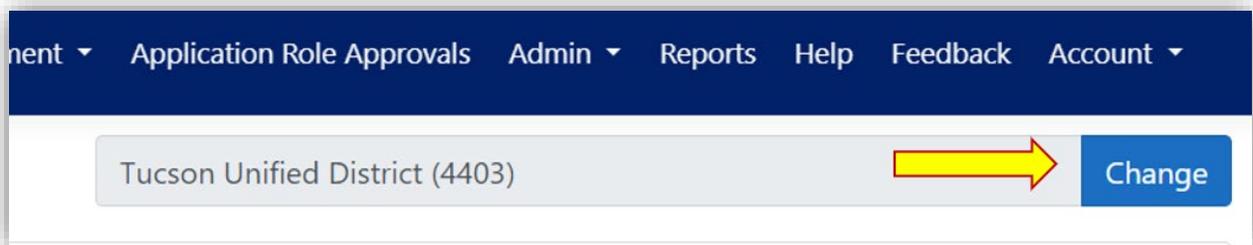
❖ Select whether the user you will be removing roles from is included under the Education Organization itself or a related/associated Education Organization and click "Next."
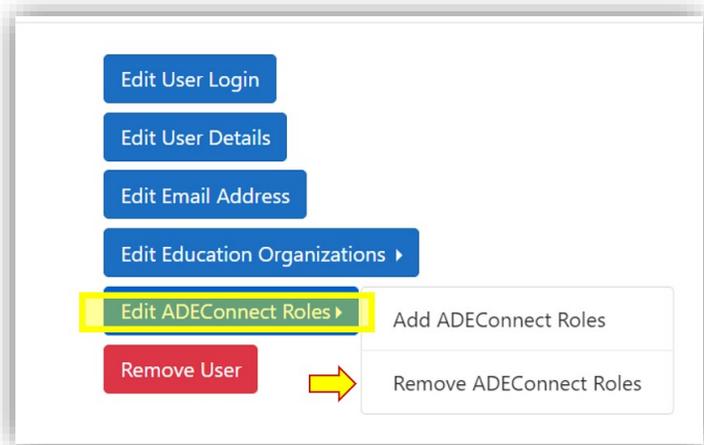
Education Organizations

⦿ Parent Education Organization   ◯ Related Education Organization

Next

❖ Search for the user you want to remove the role from and click view details.

John D

1 - 1 of 1 items

❖ On the user profile page, clicked edit ADEConnect Roles and then Remove ADEConnect Roles.

Edit User Login

Edit User Details

Edit Email Address

Edit Education Organizations ▸

Edit ADEConnect Roles ▸   Add ADEConnect Roles

Remove User   Remove ADEConnect Roles

❖ To remove this role from John's profile
  o Click the "x" next to the Education Organization Role to delete the role
  o and then click "Save"

Edit ADEConnect Roles

Tuo

User Information

Name	Email Address
John Doex	john.doe@test.com

ADEConnect Roles

ℹ Remove ADEConnect roles association.

ADEConnect Roles	Education Organizations
Superintendent	Ford Elementary (5678) ✕
PLACEHOLDER	Ford Elementary (5678) ✕

delete

Save Cancel

❖ In the removal confirmation message, click Remove.

Remove ADEConnect Role Association ✕

Are you sure you want to remove the ADEConnect role association?

Remove Cancel

❖ You will see a confirmation of the change in the top right corner of the screen.

✓ **Edit ADEConnect Roles** ✕
Edit ADEConnect Roles success

Change