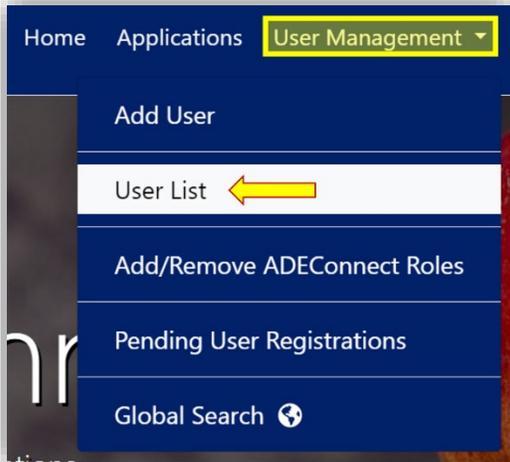


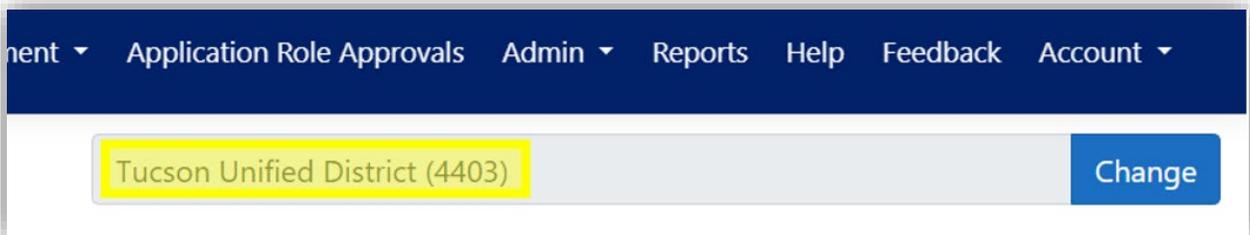
## ADEConnect Quick Guide:

### How to Remove a User

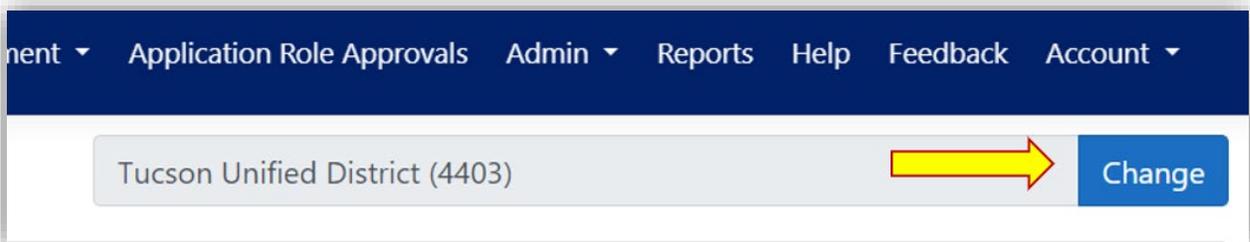
- ❖ To remove a user who no longer works for your organization, from the ADEConnect home page, in the top bar select User Management and User List.



- ❖ 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 from



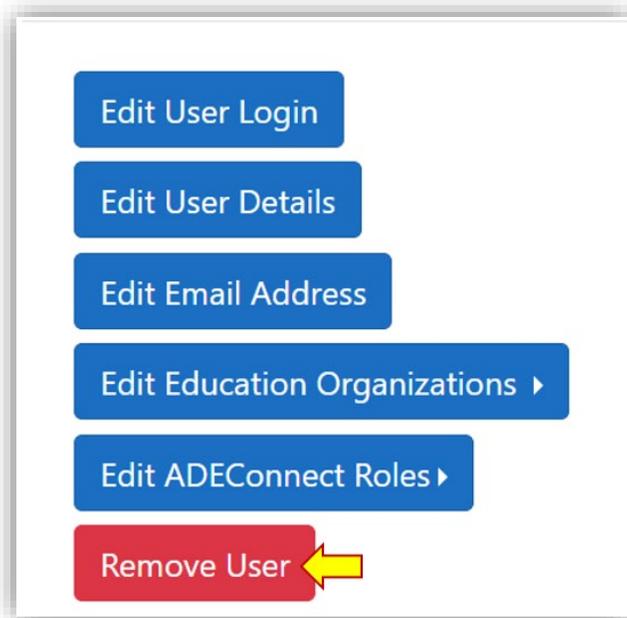
- In this example, we've selected Tucson Unified District, so this means we can remove users that are *assigned* to Tucson Unified District or users that are *assigned to organizations associated* with Tucson Unified District.
- Click change to update the parent level Education Organization if it's not the Education Organization you want.



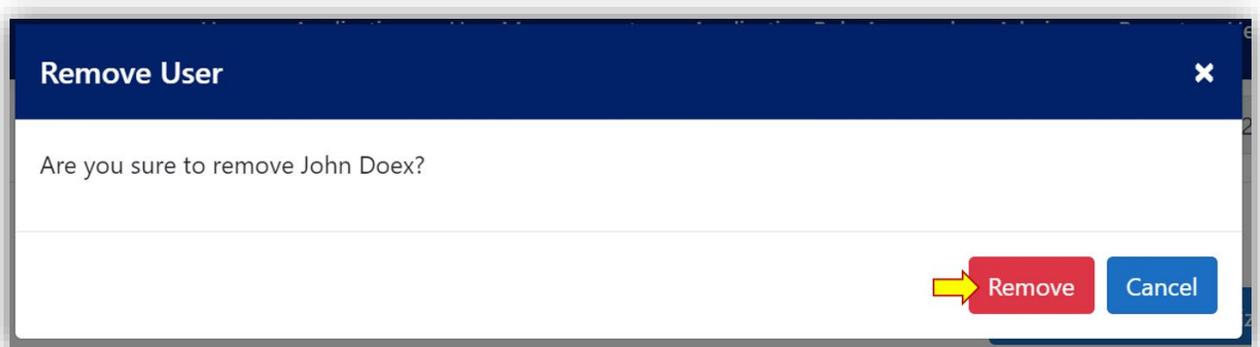
- ❖ Search for the user that no longer works for your organization the role from and click view details.



- ❖ In the user profile page, click “Remove User”



- In the confirmation removal box, click “Remove”



- This user has now disassociated with the education organization and all these roles.