

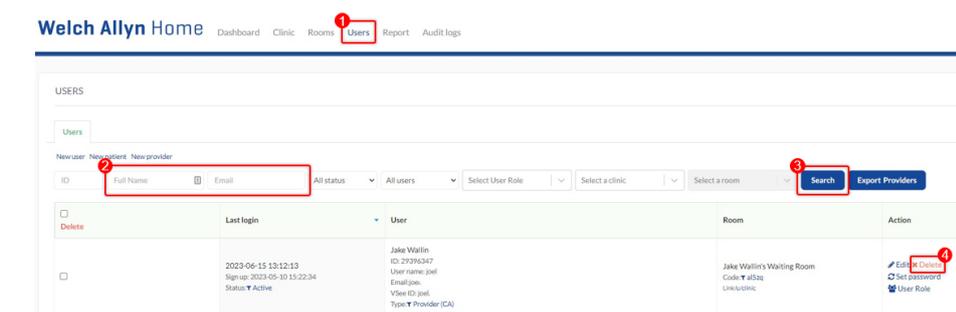
## Deactivating a User

Jay-Ileen (Ai) - 2023-07-21 - Clinic Admin Guides

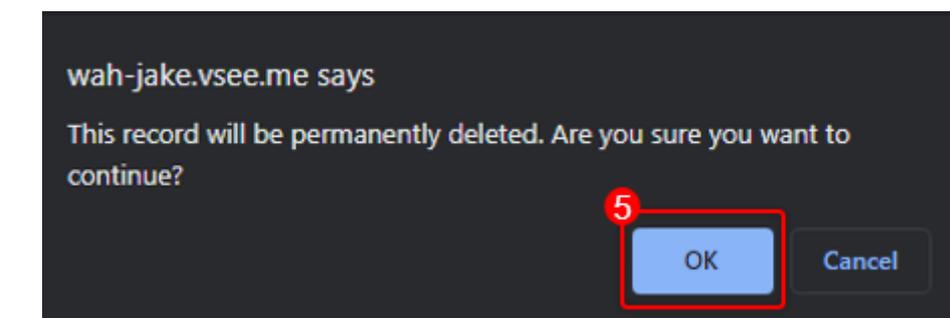
### How to Deactivate/Delete a User

An administrator can deactivate users who no longer require access to the clinical portal.

1. On the menu bar, click **Users**.
2. You can search for the Clinician or Patient using their Full name or Email address.
3. Click **Search**.
4. Under the selected Clinician's Action column, click on **Delete**.



5. Click on **OK** to confirm the deletion of the account.



Take note, that once deleted, the data can no longer be recovered.

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