

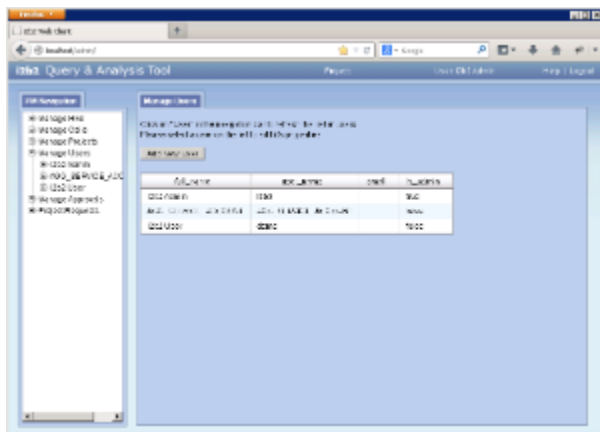
## 6.5.1.3 Delete an i2b2 User

### Steps to Delete a User in i2b2

The following steps outline the process of deleting a user in the i2b2 Administration Module.

**Assumption:** The following steps assume you are already logged into the i2b2 Administration Module. If you do not know how to login please see the chapter titled *i2b2 Administration Module Install*.

1. In the Navigation panel, click on **Manage Users**.
2. The *Manage Users* page will display on the right.



3. In the Navigation panel, click on the **name of the user** you want to delete.
4. The *Edit User* page will display on the right.

The screenshot shows the 'Edit User' dialog box. It has a title bar that says 'User > "unditled"'. Below the title bar is a message: 'Please select which user configuration screen you want to access.' There are several input fields: 'User Name' (containing 'demo'), 'User Full Name' (containing 'i2b2 User'), 'User Email' (empty), 'User Password' (empty), 'User Password (verify)' (empty), and 'Is Admin' (a dropdown menu set to 'No'). At the bottom are three buttons: 'Delete', 'Save', and 'Cancel'.

5. Click on **Delete** to remove the user.
6. The user will be removed from the list of users on the *Manage Users* page.
7. In the Navigation panel click on **Manage Users** to refresh the hierarchical tree and verify the user no longer appears in the list.