

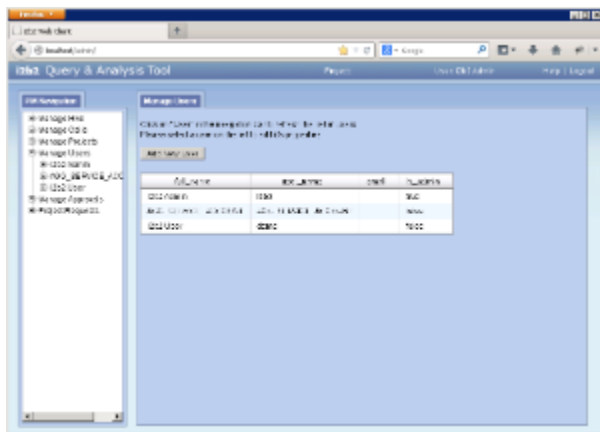
6.5.1.3 Delete an i2b2 User

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 contains the following fields and options:

- User Name:
- User Full Name:
- User Email:
- User Password:
- User Password (verify):
- Is Admin: ☐ 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.