Deprovision someone

To deprovision a user, click Miscellaneous

Click Deprovisioning

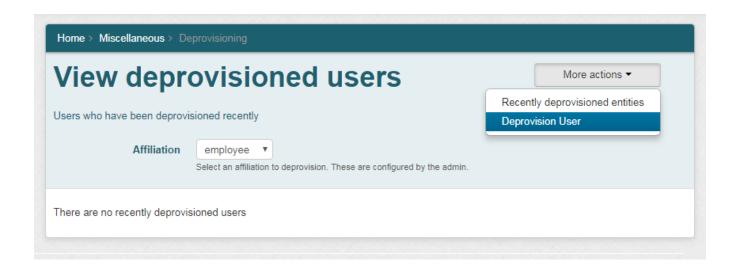**Select an affiliation**

More actions Deprovision user

Deprovision a user

More actions ▾

Deprovision a user who has left the institution

Affiliation   employee ▾

Select an affiliation to deprovision. These are configured by the admin.

Member name or ID: te

👤 description.test.subject.0
👤 description.test.subject.1
👤 description.test.subject.2
👤 description.test.subject.3
👤 description.test.subject.4
👤 description.test.subject.5
👤 description.test.subject.6
👤 description.test.subject.7
👤 description.test.subject.8
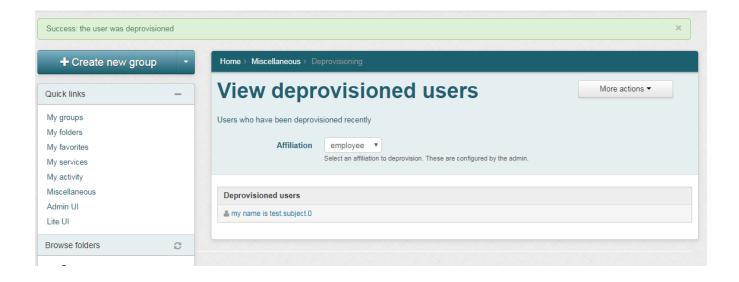👤 description.test.subject.9

Search for a user, View user access to deprovision

Select what needs to be deprovisioned, and Deprovision user and remove access

Note, if something shouldn't be configured, you should probably edit the settings on a folder / group / attribute

Under the Miscellaneous menu option you can View deprovisioned users.

To view users who were NOT deprovisioned use the Deprovisioning Report.