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Removing / Deleting Users from your Kahootz Site

Software Support - 2019-04-11 - Site owners

Only site owners can remove users from a site.

- 1. Click on **Account > Site Admin > Users**
- 2. Find the user(s) that you want to delete.
- 3. Click on the delete icon next to the user's name.
- 4. Confirm by clicking **Yes**.

This will remove them from all workspaces they are a part of, and stop them from logging into the site, but will keep all the work they have added to the workspaces. Deleting a user will also free up the User Licence that was allocated, so a new person can be invited in their place.

If a deleted user requires access back at a later point, just invite them to an appropriate workspace.

The invite email will contain a link that will allow them to re-register on the site, where they can set a new password for their profile of which will not contain their previous workspace membership - if you want them back in the same workspaces you'll need to invite them to those workspaces.

Alternatively, if you require deleting a lot of users from your site who no longer require any access then this could be time-consuming.

Therefore our support team can assist by performing a bulk delete of your users from the site using our admin tool.

If you wish to use this facility then please raise a new support ticket with the following information, refer to this article below.

How to contact support and view your tickets

- * Your Kahootz site name and website URL address of where those users reside.
- * A full list of the user's containing their email address & UID that you would like removed/deleted.

Note: the bulk delete request can only be raised and approved by the site owners.

Related Content

- Site Usage & Storage Statistics including Active Users & Workspaces
- Removing / Deleting Users from a Workspace
- How-To Re-invite Users
- Can I permanently delete my Kahootz site?
- Deleting a workspace