

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](#)