Remove a User from a CUSO

About Removing a User from a CUSO

CUSO Administrators can add or remove users with view, contribute, or administrative privileges to the CUSO account. This is done through the CUSO Administrator’s home page.

Step 1: Navigate to CUSO List

To begin, log in to your CUSO Admin account and locate the appropriate CUSO.

1. Open a Web browser and navigate to the CUSO Registry.
2. Log in to your CUSO Admin account.
3. From the CUSO list, select the desired CUSO.

Step 2: Remove User

From the CUSO’s details page, click the Account Users tab. A list of users associated to the CUSO account will display. Locate the desired user record and then click Remove user from CUSO.

Step 3: Confirm Removing User

Click Yes to confirm the removal. Once you confirm, the user will no longer have access to the CUSO.

Note: Do not remove the user if there are no other users on the CUSO account. There should be at least two users per CUSO, with one being a CUSO Administrator.