

Remove a User from a CUSO

Last Updated: 20-January-17

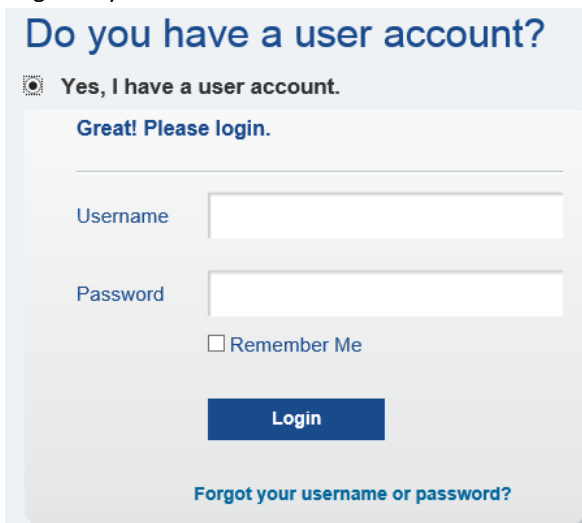
About Removing a User from a CUSO

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.



Do you have a user account?

Yes, I have a user account.

Great! Please login.

Username

Password

Remember Me

Login

[Forgot your username or password?](#)

3. From the CUSO list, select the desired CUSO.

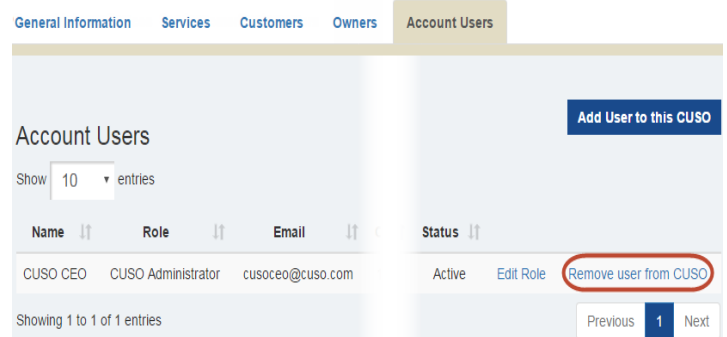


CUSO	Registry Number	City	State	Region	Status
CUSO Example	111-0000055	Stafford	VA	2	Registered

Showing 1 to 1 of 1 entries

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**.



General Information Services Customers Owners **Account Users**

Account Users [Add User to this CUSO](#)

Show 10 entries

Name	Role	Email	Status	
CUSO CEO	CUSO Administrator	cusoceo@cuso.com	Active	Edit Role Remove user from CUSO

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

Step 3: Confirm Removing User

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



Please confirm

Are you sure you want to remove this user from this CUSO? Please make sure there is at least one CUSO Administrator.

Yes No

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.

