

Knowledgebase > Administration in Skolon > Manage users in Skolon > Delete a user

## Delete a user

Noah Kapteijn - 2023-10-04 - Manage users in Skolon

✓ Student ✓ Teacher ✓ Administrator
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You who have an administrator account can manage all users: add, edit or delete.

If your school has your student register synced to Skolon, you delete the user in the student register. Then the user is also deleted in Skolon (which disappears after a nightly sync).

In this section you will learn how to delete users manually.

Start with:

- 1. Log in to Skolon.
- 2. Click on the **School admin icon** in your collection.
- 3. In the left edge you have a menu, select **Users**.

4. You get two choices: Groups and Users, select **Users**. Then select if you want to delete **Teacher** or **Students**.

5. Now you get all the users in a list. **Find the user** in the list or use the **search bar** at the top of the page.

6. In the right edge of the same line as the user, you will find a **symbol with three black dots**. If you click on it, you will see the options Delete, Change or Move. **Select Delete**, and the user will be removed from Skolon.

🏛 School admin	Demoskolan	•			<del></del>	00
Settings	Users					
Users			Q Search students		Import users Reset user passwor	ds
Groups			310 students	2 44		
<ul> <li>Users</li> </ul>			510 students	<b>2</b> Au		
Students			Alexander Haraldsson	* ∎		
Teacher			Andrea Henriksson	/ <sub>* 1</sub>	1	
Tools			Anna Annasdotter	Remove Edit		
Skolon Store 2			Anna Larsson	Move		
Local tools			Anna Svensson	× 1		
Skolon Pass			Anton Nordin	≈ :		

7. You can also delete multiple users at once: To the left of each user's name is a box. If you **check the box**, the user is selected and you can then **check several boxes**. **Remove selected users** will then appear at the top of the page. Click on it, and all selected users will be deleted.

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Settings	Users			
Users		Q Search students		Import users Reset user passwords
Groups  Users		310 students	Remove selected students 2 Add	
Students		Alexander Haraldsson	× 1	
Teacher		Andrea Henriksson	* ▮	
Tools		🗹 Anna Annasdotter	<ul><li>&lt; ┇</li></ul>	
Skolon Store 2		Anna Larsson	✓ ▮	
Local tools		Anna Svensson	<ul><li>✓</li></ul>	
Skolon Pass		🕑 Anton Nordin	<ul><li>✓</li></ul>	
		Arvid Johnsson	* ▮	
		<ul> <li>Arvid Kjellberg</li> </ul>	< ₽	

## Finished!

**Note:** You can only remove users from Skolon in this way. For example, if you are in a class or group and select Delete, the user only disappears from the class / group - not from the School.