How do I deactivate a user?

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We don't 'delete', or 'remove' users as user accounts are tied to historic change events.

In the Security module, from Manage Users, click a user code to edit the user.

- In Edit a User, change Active User to N.

- Change Lock Account to Y.

- Optionally, remove any associated groups.

- Click Update.

For more information on managing users and groups, please refer to *[Novari ATC Administrator, Security and Administrative Reports User Guide](#)*.