

# Inactivating or Deleting Group Members

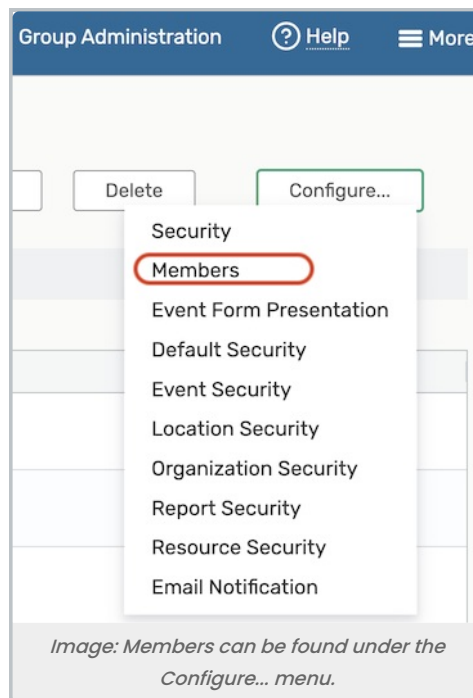
Group Administration allows you to change the status of Group members to Inactive to prevent that user from performing any of their normally permitted actions until their status is changed back to Active. Or, you can delete the users.

## Inactivating Group Members

### 1. Sign In

On the Group Administration home page, select the group the users are currently in.

### 2. Go To Configure > Members

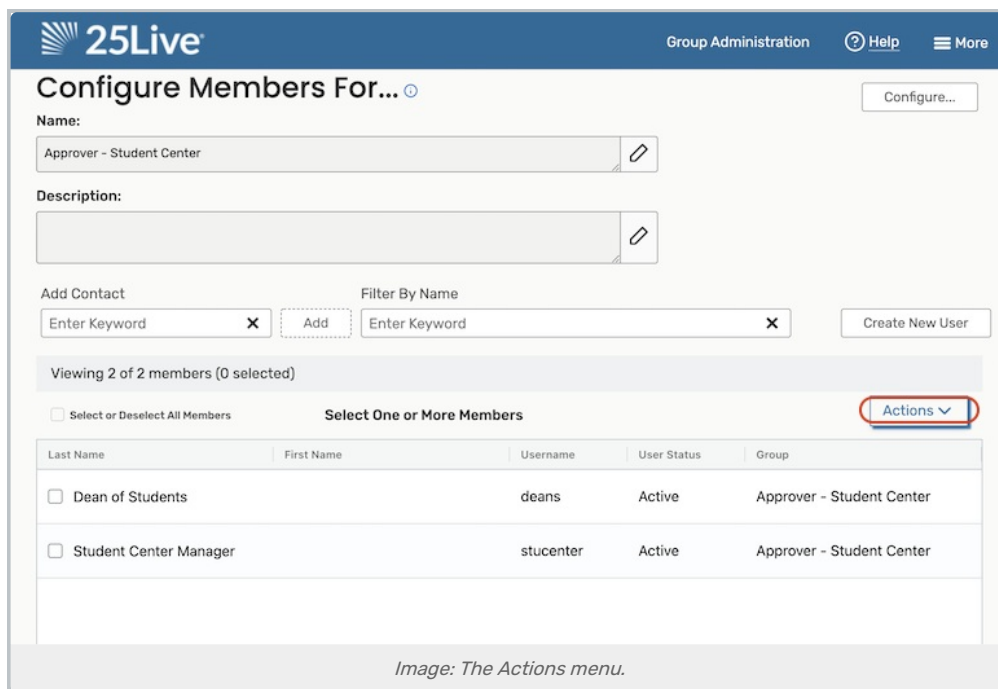


Open the **Configure...** menu, and select **Members**.

### 3. Select Users in Security Group

Use checkboxes to select all the users you wish to move to another group.

Choose the **Actions > Edit User Status** link.



**25Live** Group Administration ? Help ☰ More

### Configure Members For... ⓘ

Configure...

Name:

Description:

Add Contact   Filter By Name

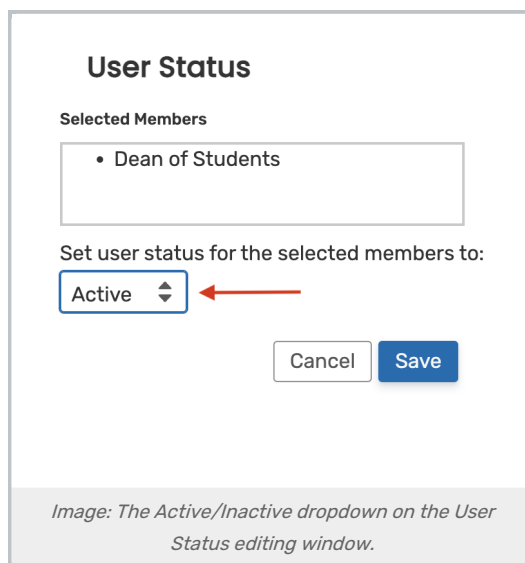
Viewing 2 of 2 members (0 selected)

☐ Select or Deselect All Members **Select One or More Members** **Actions** ▾

Last Name	First Name	Username	User Status	Group
<input type="checkbox"/>	Dean of Students	deans	Active	Approver - Student Center
<input type="checkbox"/>	Student Center Manager	stucenter	Active	Approver - Student Center

*Image: The Actions menu.*

Select Active or Inactive.



### User Status

**Selected Members**

- Dean of Students

Set user status for the selected members to:

Active ▾

*Image: The Active/Inactive dropdown on the User Status editing window.*

#### 4. Save

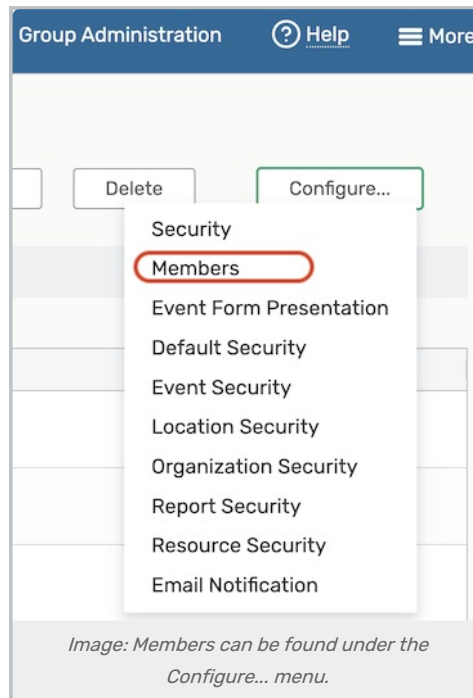
Click the **Save** button to apply changes to all selected users.

## Deleting Group Members

### 1. Sign In

On the Group Administration home page, select the group the users are currently in.

## 2. Go to Configure > Members



Open the **Configure...** menu, and select **Members**.

## 3. Select Group Members

Use checkboxes to select all the users you wish to delete.

## 4. Use the Delete Contacts Link

Viewing 5 of 5 members (5 selected)

☒ Select or Deselect All Members
 ☒ Include Inactive
 **Select One or More Members**
Actions

Last Name	First Name	Username	User Status
<input checked="" type="checkbox"/> SEE011322		1234567...	Active
<input checked="" type="checkbox"/> SEE011322		SEE0113...	Active
<input checked="" type="checkbox"/> SEE020823blanke...		1234567...	Inactive
<input checked="" type="checkbox"/> SEE080423	FirstName	SEE0804...	Active
<input checked="" type="checkbox"/> SEETestUserGauss1		SEETestU...	Active

Edit User Group  
 Edit User Password  
 Edit User Status  
 Export Members  
 Delete Contacts

*Image: Delete users with the link in the Actions menu.*

After selecting group members, open the **Actions** menu and choose the **Delete Contacts** link.

Viewing 2 of 2 members (1 selected)

☐ Select or Deselect All Members
 ☒ Include Inactive
 **Select One or More Members**
Actions

Last Name	First Name	Username	User Status	Group
<input checked="" type="checkbox"/> Jimerson	Jim	JimJim	Active	Requestor - Students - Dr...
<input type="checkbox"/> Student				or - Students - Dr...

**Are you sure you want to delete these contacts?**

OK Cancel

*Image: Deleting a group member requires secondary confirmation.*

You'll be asked to confirm deletion.



### Warning: Deleting Group Members is Permanent

Carefully consider your actions before confirming deletion. This action cannot be undone. Deletion of selected group members will occur immediately.