Admin Job Aid
Remove Administrator Account
Admin Job Aid: Remove Administrator Account

(Revision date: February 02, 2021)

Purpose

The purpose of this job aid is to guide administrators through the step-by-step process of removing administrator accounts in the TMS.

In this job aid, you will learn how to:

- Task A. Remove Administrator Account
Task A. Remove Administrator Account

1. After logging into TMS 2.0, select the **Learning Administration** link from the TMS Landing page.
2. Select the **System Administration** menu option.
3. Select the **Security** tab.
4. Select **Administrators**.
5. Enter **search criteria** to locate the Admin in the TMS.
6. Select **Search**.
7. Select the **edit** (pencil and paper) icon next to the Admin for whom you wish to remove an admin account.
There are four steps to remove a user's Admin Accounts successfully.

- Remove the email address
- Remove the related user
- Lock the account
- Remove all roles assigned to the admin

**Remove the Email Address**

1. With the **Summary** tab activated, remove the **email address** from the Email Address field by deleting the information.
Remove the Related User

1. With the **Summary** tab activated, remove the related user from the Related User field by deleting the information.
Lock the Account

1. With the **Summary** tab activated, ensure the **Locked** checkbox is selected.
Remove Role(s)

1. Select the **Assigned Roles** tab.

2. To remove all roles, choose **Select All**. If you want to remove individual roles, select the **checkbox** next to the role you wish to remove. **Note:** If you are only removing a few roles, disregard the steps performed on the Summary tab.

3. Select **Apply Changes**. You have successfully removed an Admin Account.