

Disable a User Account

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

You can disable a user's login to CareRight and prevent them from accessing the system. This is done by removing the Groups that the user is a member of.

1. Click **Administration**.
2. Select **Users & Groups** from menu.
3. Select **Users**.
4. Find the user you wish to disable, select **Edit** button.
5. Under the section **Authorization**:
 - a. Untick all Groups - No groups should be selected
6. Select **Update User** button.

If the user then tries to log in, they will see the following message: **Your account is locked**

Important Note: The User account (Username) will now display in the 'Inactive' Tab in the banner
