

Process for Cancelling a User

- You need to be the Client Administrator for your organization to be able to remove roles from a user.
- When you have an employee leave their current position, which requires them to access the Reporting System, it is very important to cancel their user id immediately.
- Click on the following video tutorial to view the process: [Assign/Deassign Access Role](#)
- For further information please call 506-457-3553.