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 506-259-4143.