

6.2.3.5 Remove or Restore User

Remove User from Study or Site

You can remove a user from a Study or Site so they can no longer access it:

1. From the Tasks menu, in the Administration module, select Users.
The Administer Users page opens.
2. For the user you want to remove, click the Remove icon in the Actions column in that row for the user (not in the main row for the user).
3. Click OK in the confirmation window.
The user is removed, but is still listed in the Administer Users table for that Study or Site with only a Restore icon in the Actions column.

You can also [remove a user from the current Study or Site using the Study Setup module](#).

Remove User from System

Using the Administration module, you can remove a user from your OpenClinica system so that they cannot log in and cannot be assigned to any Studies or Sites.

1. From the Tasks menu, in the Administration module, select Users.
The Administer Users page opens.
2. For the user you want to remove, click the Remove icon in the main (first) row of the Actions column (not in any of the following rows) for that user.
3. Click OK in the confirmation window.
The user is removed, but is still listed in the Administer Users table with only a Restore icon in the Actions column.

Restore User

After removing a user, you can restore the account so the user can regain access to the Site, Study, or the OpenClinica system. To restore a user:

1. From the Tasks menu, in the Administration module, select Users.
The Administer Users page opens.
2. If the user you want to restore had been removed from all Studies and Sites:
 1. Click the Restore icon in the main (first) row of the Actions column (not in any of the following rows) for that user.
 2. Click OK in the confirmation window.
The user is restored to the OpenClinica system.
 3. If the User Type is Business Administrator or Technical Administrator, reset the user's password or they will not be able to log in: for instructions, see [Edit User Information](#).
For User Type of User, the user can log in using the same password they used before being removed and restored.
3. Restore the user to the specific Study or Site to which you want them to regain access by clicking the Restore icon in the Actions column in that row for the user.
4. Click OK in the confirmation window.

The user is restored to that Study or Site.

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