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Security: Configure User Accounts: Disable Users

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Note: To edit any user account information, permission to View Users must be checked.

To Disable a user you must be a global admin or have permission to both:

- View Users
 - Disable Users
1. Log in to the Desktop application with administrative privileges.
 2. Under the Admin tab, click User Accounts.
 3. Highlight the appropriate user.
 4. Click the Disable button.

Note: Users are not permitted to disable their own accounts.

Note: Any System Administrator role cannot be disabled.

