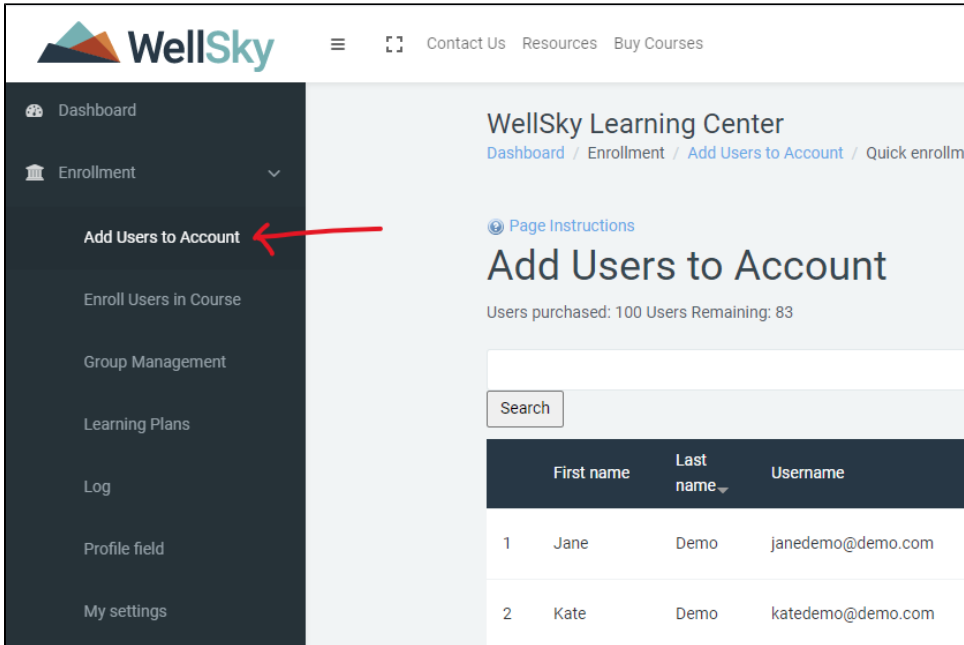


Enrollment Block: Suspend User Account

Step-by-step guide


Under **Enrollment**

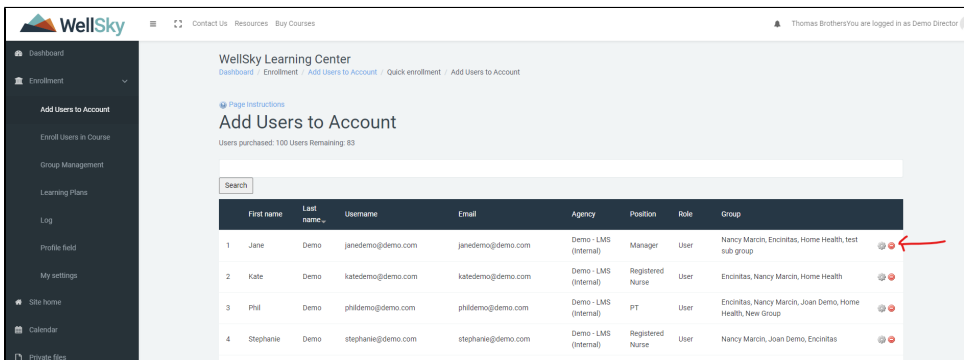
1. Click **Add Users to Account**






The screenshot shows the WellSky Learning Center interface. The left sidebar menu is open, and a red arrow points to the 'Add Users to Account' option. The main content area displays the title 'Add Users to Account' and a table with two rows of user data.

	First name	Last name	Username
1	Jane	Demo	janedemo@demo.com
2	Kate	Demo	katedemo@demo.com

2. Click the  icon to disable user.
Disabling / suspending a user's account will disable their access to the WellSky Learning Center. Nothing will be deleted (completed courses / transcript), the account can also be reactivated.



The screenshot shows the WellSky Learning Center interface with a table of users. A red arrow points to the red minus icon in the action column for the first user.

	First name	Last name	Username	Email	Agency	Position	Role	Group	
1	Jane	Demo	janedemo@demo.com	janedemo@demo.com	Demo - LMS (Internal)	Manager	User	Nancy Marchi, Encinitas, Home Health, test sub group	
2	Kate	Demo	katedemo@demo.com	katedemo@demo.com	Demo - LMS (Internal)	Registered Nurse	User	Encinitas, Nancy Marchi, Home Health	
3	Phil	Demo	phildemo@demo.com	phildemo@demo.com	Demo - LMS (Internal)	PT	User	Encinitas, Nancy Marchi, Joan Demo, Home Health, New Group	
4	Stephanie	Demo	stephanie@demo.com	stephanie@demo.com	Demo - LMS (Internal)	Registered Nurse	User	Nancy Marchi, Joan Demo, Encinitas	