**ADMINISTRATOR**

Deactivate a User

1. Log in to Cornerstone LMS.

2. Select the 'Show Navigation Menu' button ☰ at top right.

2.

3. Select "Admin", then select "Users".

3.

4. Search for the user you would like to edit.

5. Select the user's name in your search results.

4.

6. Select "Edit Record" at lower right.

6.

Edit Record

7. Change the Active Status to "Inactive".

8. After entering changes, select "Save" at lower right.

7.