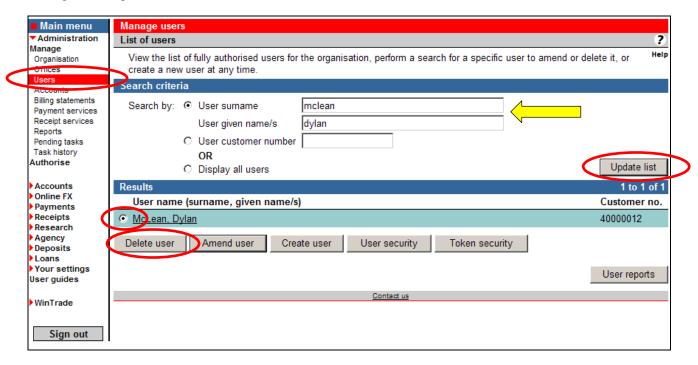# Deleting a user from Corporate Online

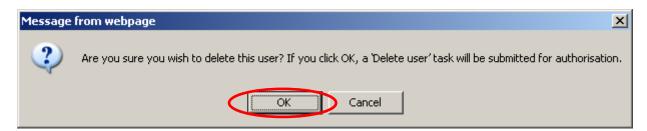**A guide for Corporate Online Administrators**

Please note only a Super Administrator (Principal) can delete a user

Step 1 – Select the **Administration** application from the left hand menu, followed by **Users** under the Manage heading within Administration.
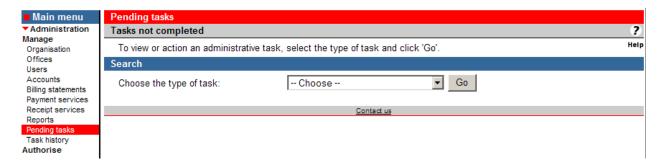

Step 2 – Search for the user to be deleted by entering their **Surname** or **8 digit customer number** and then click the **Update list** button.

Step 3 – **Select the user** (by clicking in the circle beside their name) and then click the **Delete user** button.

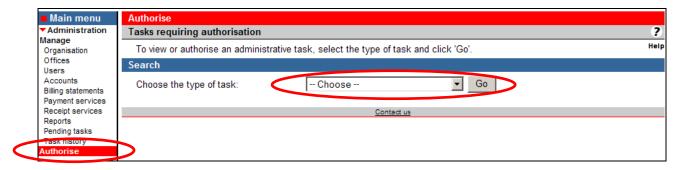**Step 4** – Corporate Online asks you to confirm your action. Click the **OK** button.

✓ Corporate Online displays the Pending tasks – Tasks not completed screen.

Deleting a user from Corporate Online (continued)
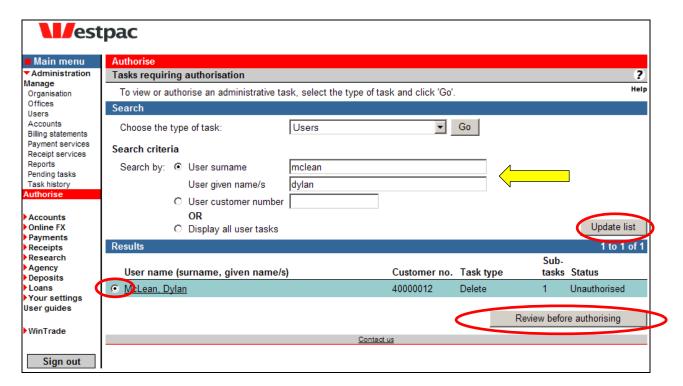## A guide for Corporate Online Administrators

Step 5 – Select **Authorise** from the left hand menu.

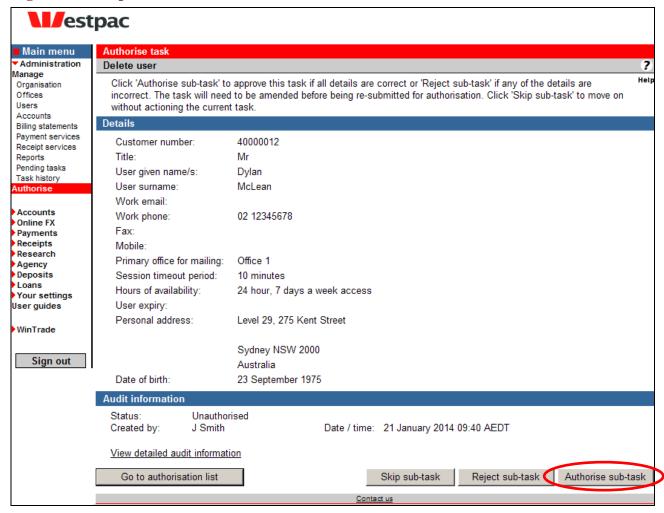**Step 6** – Select Users from the **Choose type of task** list and click the **Go** button.

Step 7 – Search for the user to be deleted by entering their **Surname** or **User customer number** and then clicking the **Update list** button.

Step 8 – **Select the user** (by clicking in the circle beside their name) and then click the **Review before authorising** button.

Step 9 – Confirm the details of the user to be deleted then click the **Authorise sub-task** button.

For any issues or enquiries, please call the Help Desk on 1300 134 291 (option 1, option 4) between the hours of 8:00 a.m. and 8:00p.m (AEST).