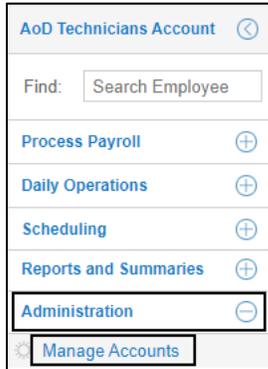# MSS3: Removing a User Account

A user account determines how a user logs in to the system, the functions they can perform, and the workgroups they can manage. If you can access other users' account information, you may want to remove a user account if this account is not used.

To remove a user account:

1. Click the Plus icon (⊕) to expand the **Administration** menu group. Then click **Manage Accounts**. The **Manage Accounts** page is displayed.

2. Enter the term in the **Filter** field and click **Refresh** to search for the user account you want to delete. The located user accounts are displayed.

   Note: You can also locate the user account using sortable headings, for example, **Operator's Name**.

3. Click the Pencil icon (✎) for the user account you want to delete. The **Basic Operator Properties** page is displayed.

4. Click **Remove this Account**. The **Remove** dialog is displayed.

5. Enable **Please Confirm Removal of this Account**. Click **Ok** to confirm the deletion.

6. This user account is removed.

Note: Although the user account is removed, any edits this user performed are still recorded in the system, for example, the **Adjustments** section of the employee's **Time Card** page.