Security Manager – Deleting a user
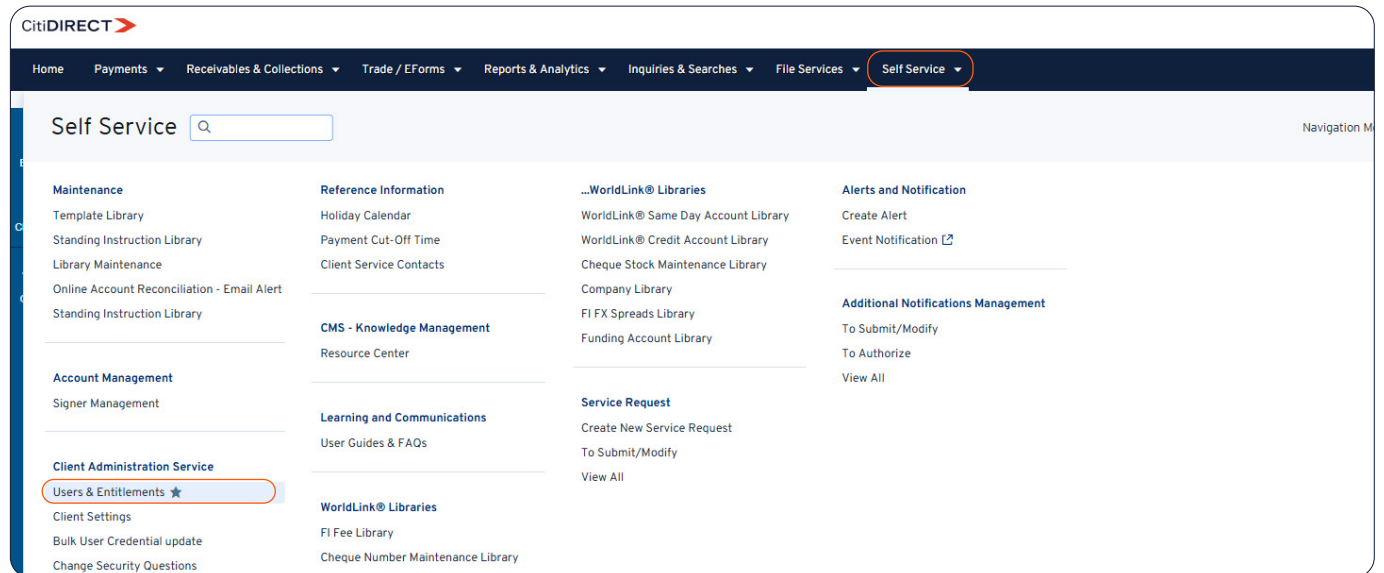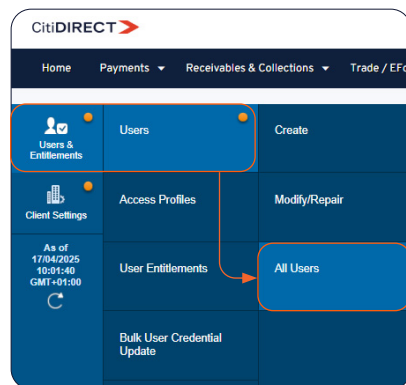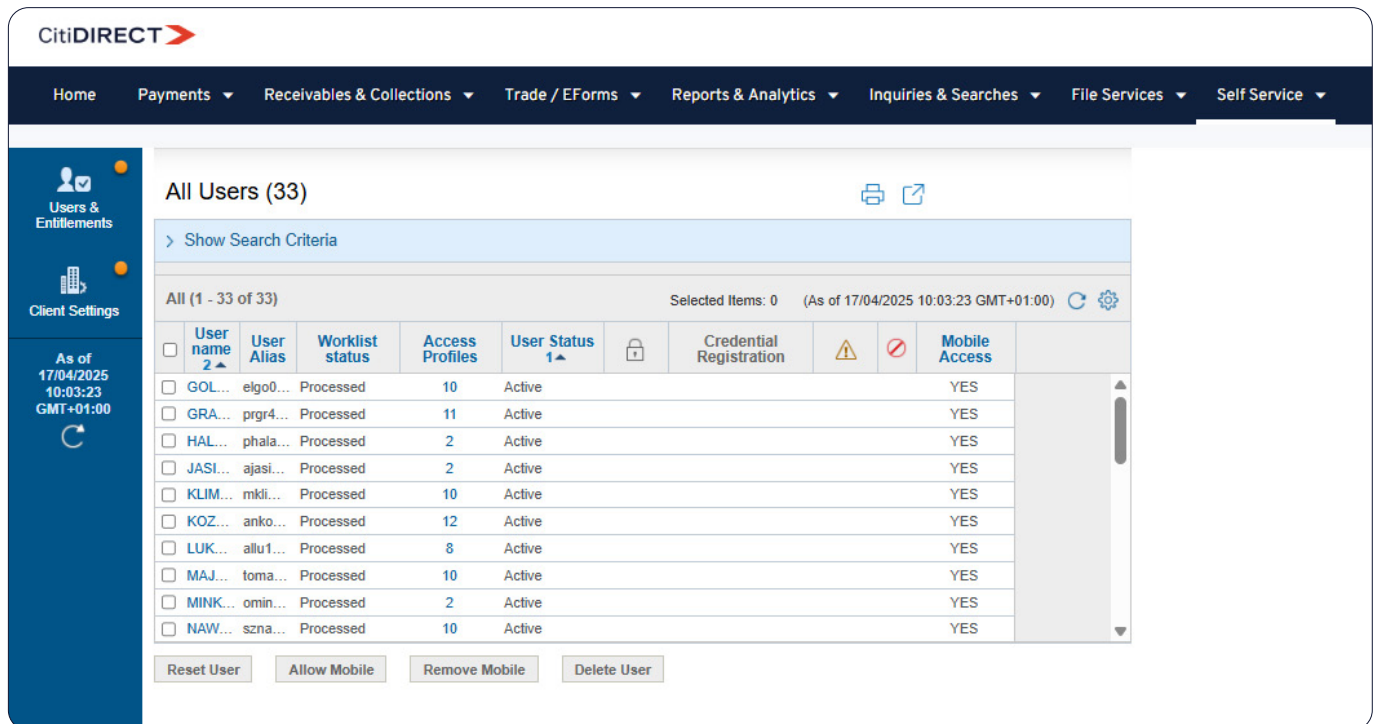
1. From the main menu, select Self-Service. In the Self-Service tab, select Users and Entitlements.

2. A panel will appear on the left. Select Users and Entitlements → Users → All Users.

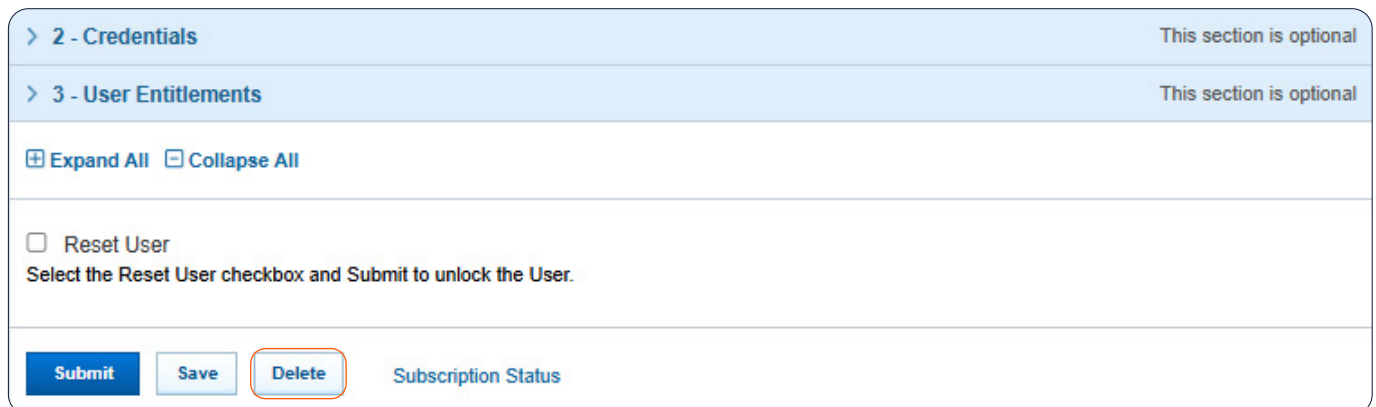3. A list of users will then be displayed. Click on the user's name to access their profile.

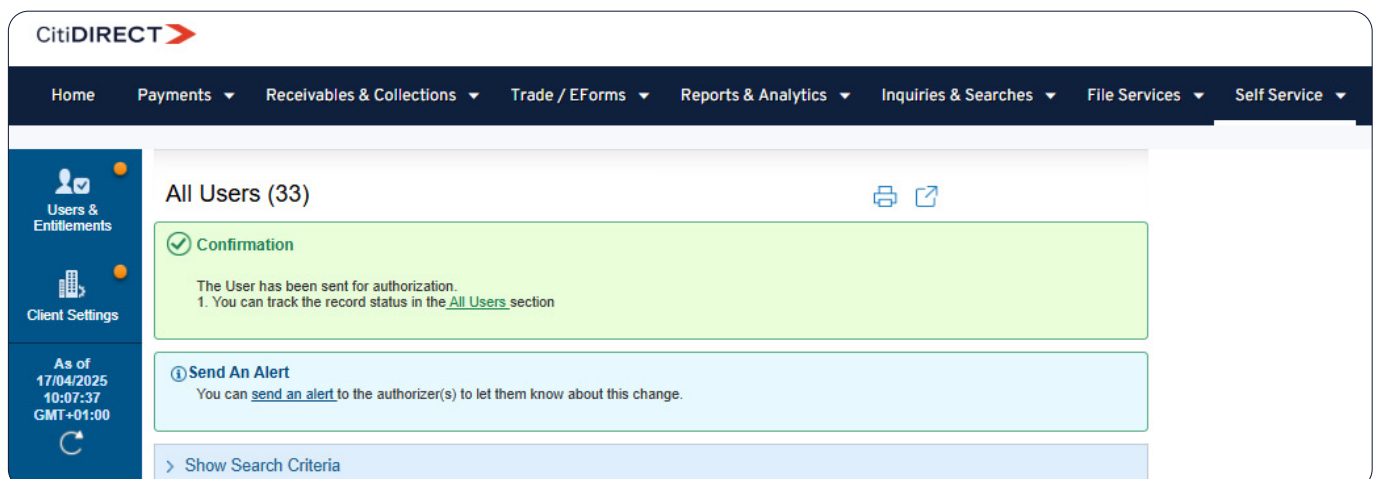4. Scroll to the bottom of the profile. A Delete button will appear. Once clicked, the user's profile will be send to Security Manager for authorization.
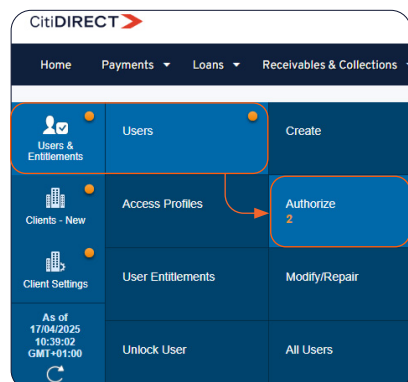
5. Security Manager can authorize by entering Self-Service → Users and Entitlements → Users and Entitlements → Users → Authorize (Security Manager can not authorize their own changes).

6. Then select the user and click Authorize. You can also select Send for Repair, which will send the process back to the creator and return it to the Modify/Repair tab, or Reject to reject the changes altogether.