# Delete District/School User

Employees tab: Select the employee in your district or perform a query on either the employee Name, SSN and/or school number (example - Margaret L. Dixon, xxx-xx-0159, 001), then execute the query to see the result.

NOTE: If you delete a user before you roll the employees to the current school year the employee will be removed from the Employees tab.

In order to delete a user, select the employee and press the Delete User ID button.

Delete User ID
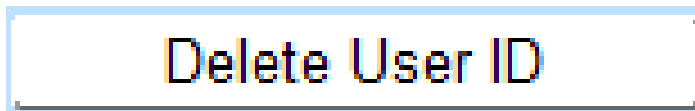
Messages that will display:
- "User _____ account is deleted".

After deleting the user the Roles tab will be hidden.