

Portal

User Management

Need more help?

If you need further help or are having any issues, please do not hesitate to contact our IT Helpdesk at ithelpdesk@wjec.co.uk

Removing a User

- 1 Click the “More Actions” icon at the end of the user’s row.



- 2 Select “Remove user” from the list of actions.

- 3 In the confirmation window that has now opened, click “Remove user”.

Important

Once removed the user will no longer be able to access Portal. If a user is removed in error, then they can be re-created using the Create a User process.