



Removing User from PTAdmin

First you must login as the person you want to remove.

Once logged in as user, go to PTAdmin

Under **Gradebook** select **Class Content**

You must remove any Class Content displayed:

Check the box under **Select** for every entry and hit the **Delete** button

Log out of PTAdmin and PowerSchool

Login in yourself

In Security Settings for the person you want to remove select the **No** radio buttons for **PowerTeacher Administrator User** and **ReportWorks Developer** user and Submit. The name should now be off the list in PTAdmin.

To test, login again as the user and try to get into PTAdmin. A login screen should come up but that person's login will not work.