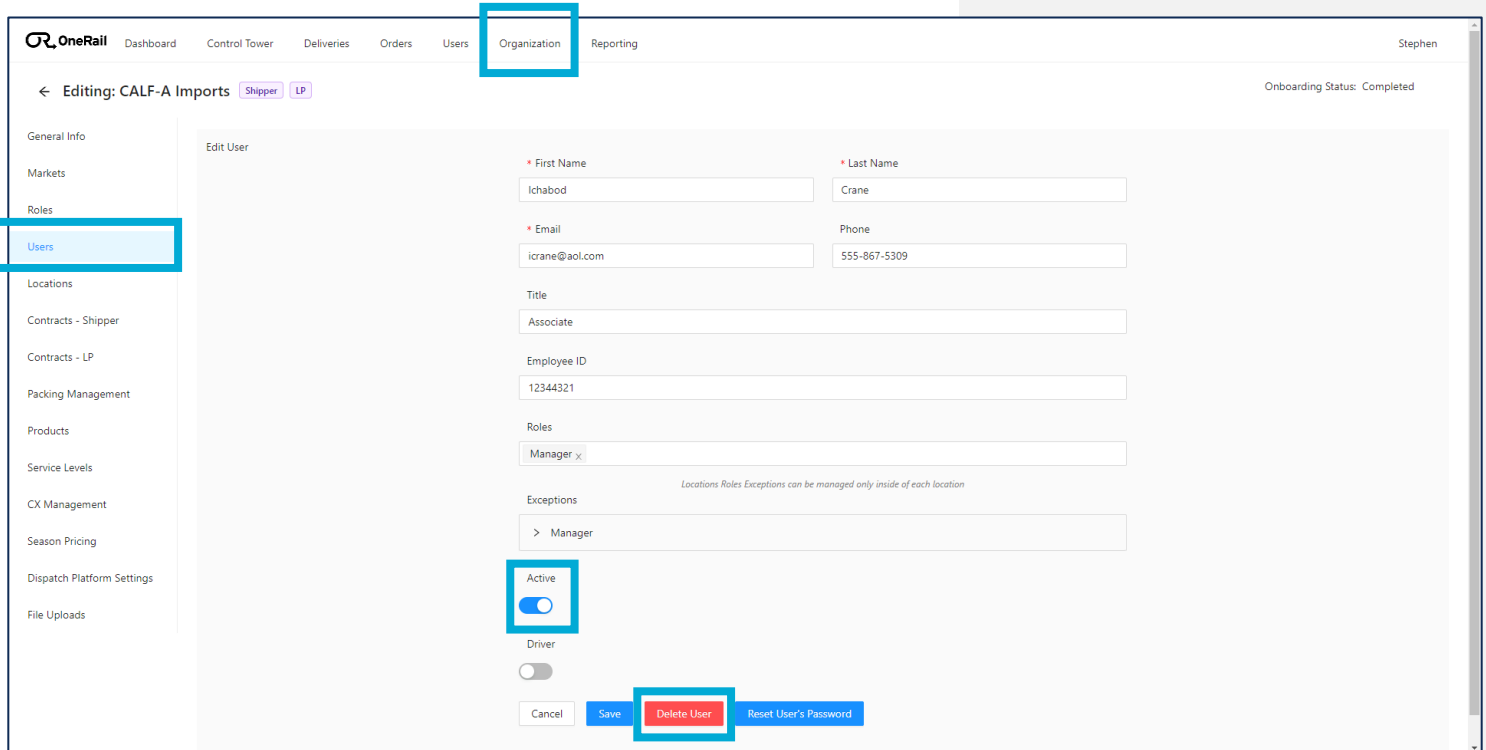# Administration

Deleting & Deactivating a User

A user can be deactivated or deleted in the platform. If a user is deleted, it is possible the data associated with the user will also be deleted.

From the Organization page:
1. Select **Users**.
2. Select the user to be deleted or deactivated.
3. Select **Delete User** or slide the **Active** button to deactivate.
4. Select **Save**.

Reset the user's password on this page by selecting **Reset User's Password**. An email will be sent to the user's email to reset their password.