

SC.080.102 - Removing User Profiles

Purpose	To remove a User Profile
Description	This topic demonstrates how to remove User Profiles. Note: It is not recommended to remove User Profiles for Terminated employees. Instead, the profile should be locked, ID Type changed to None and roles removed. See the Security Administrator User Guide for additional information.
Security Role	BOR_LOCAL_SEC_ADMIN
Dependencies/ Constraints	For a Security Administrator to perform the User Profile maintenance covered in this Business Process, a User ID must exist for the user, meaning they must have self-registered for a User ID or one must have been created for them.
Additional Information	None

Procedure

Below are step by step instructions on how to remove a User Profile.

Step	Action
1.	Click the NavBar link.
2.	Click the Menu link.
3.	Click the PeopleTools link.
4.	Click the Security link.
5.	Click the User Profiles link.
6.	Click the Delete User Profiles link.
7.	Enter the User ID in the begins with field. If the User ID is unknown, search criteria can be entered to locate it.
8.	Click the Search button.
9.	Select the User ID.
10.	Click the Delete User Profile button.
11.	A window will display reading "Warning -- Select OK to confirm deletion of User Definition or select Cancel." Click the OK button to delete the User Profile.
12.	Once the Delete Process has completed, the user will be redirected to the Delete User Profile page.