



Removing a User

Removing a user from your organization.



Tips and Comments

As an admin, on my homepage under "My Actions", I have the ability to manage users. Click this to access the User Management page.

From the user management page, I can choose to remove a user.

Enter the name of the user you would like to remove. Once a user is selected, click the "Remove User" button.

Grants Management System
Election Assistance Commission

9/12/2023

Grants Management

HOME GRANT PROGRAMS ORGANIZATIONS REPORTING & INSIGHTS

Awards View All Awards Applications View All Applications Correspondence View All Correspondence Disbursements View All Disbursements

My Organizations

Organization Name	Organization Type
Alaska Secretary of State	State
California Secretary of State	State
Montana	State
Missouri Secretary of State	State
Virginia Secretary of State	State

My Actions

Manage Users

System Help

FAQ / User Manual

Guiding Documentation

TO-DO'S

FFRS	Progress Reports	Budget Revisions	Closeouts
3	2	1	2

HOME GRANT PROGRAMS ORGANIZATIONS REPORTING & INSIGHTS

Grants Management

USER MANAGEMENT

Create User Create a user in your organization

Update User Update a user in your organization

Remove User Remove a user in your organization

Your Active Users

Name	Groups	Last Modified Date/Time
00	EACS All EAC Users EACS All Financial Agreements EACS All Financial Submitters EACS All Grants Users EACS All Program Submitters +Show 2 More	9/9/2023 11:12 PM EDT
0000 test	All Users	9/10/2023 1:00 AM EDT
Berry Basic		9/10/2023 1:00 AM EDT
Charlie Commissioner	EACS All Commissioners	9/10/2023 2:42 PM EDT

Remove User

USER SELECTION

Select User *

Hartel, Hawaii

CANCEL REMOVE USER