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Genesys Administrator Extension Help

Deleting User Accounts

12/20/2025

Deleting User Accounts

There are multiple methods to delete a user account:

- [Delete a single user account](#)
- [Delete multiple user accounts](#)

Deleting a Single User Account

1. In the header, go to **Accounts > System > User Accounts**.
2. In the **User Accounts** panel, click the name of the user to delete. A new panel opens to the right.
3. In the new panel, click the **Delete** button to delete the user account.
4. A dialog box displays to confirm the action:
 - Click the **OK** button to continue.
 - Click the **Cancel** button to discard the action.

Deleting Multiple User Accounts

1. In the header, go to **Accounts > System > User Accounts**.
2. In the **User Accounts** panel, select the check box beside each **User Account** that you want to delete.
3. Click the **Bulk Change** button. A pop-up menu will appear. Select **Delete**.
4. A dialog box displays to confirm the action:
 - Click the **OK** button to continue.
 - Click the **Cancel** button to discard the action.