

Removing Users

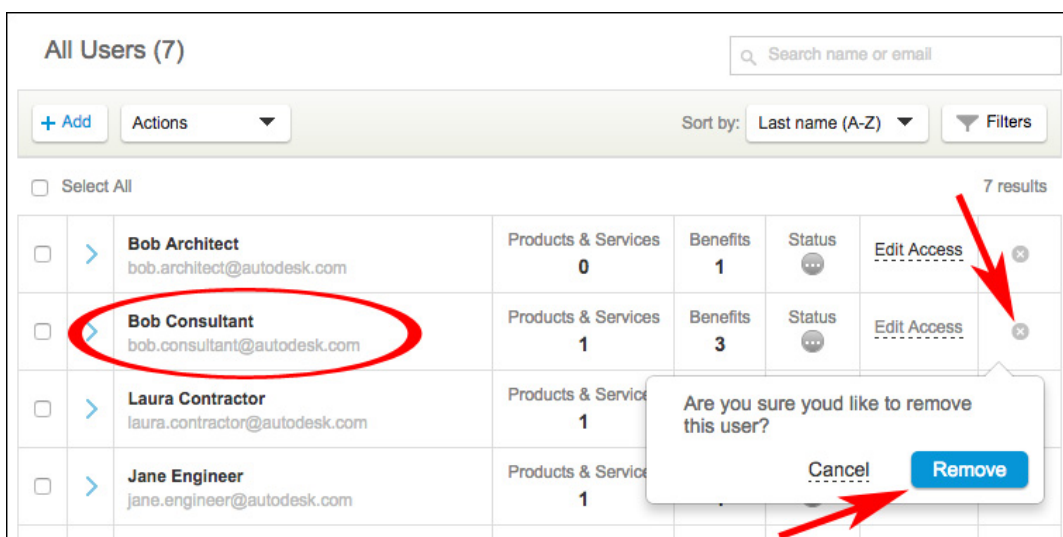
Remove a user's permissions for software and services on a Subscription contract in Autodesk Account before deleting users to make sure these services are available to other users. After removing permissions, you can delete the user if he/she should no longer be a single-user on the Subscription. Removing a user from a Subscription contract does not delete a user's personal Autodesk Account.

Users You Cannot Delete

Administrative users such as Contract Managers and Software Coordinators cannot be removed until those roles are assigned to a new user. You will not see an "X" or the option to remove these users in User Management. Please see [Contract Managers & Software Coordinators](#) for more information about removing or changing these administrative users.

To remove or delete a user:

1. Follow the instructions in [Setting User Permissions for Products, Services & Support](#) to un-assign all software and services before removing a user from an account. Deleting a user from an account does not remove software and service permissions or delete that user's Autodesk Account.
2. Locate the name of the user you wish to remove and click the "X" on the user record.
3. Click the **Remove** button to confirm that you wish to remove the user from all contracts or click **Cancel**.



The screenshot shows the 'All Users (7)' management page. A search bar is at the top right. Below the search bar are controls for '+ Add', 'Actions', 'Sort by: Last name (A-Z)', and 'Filters'. A 'Select All' checkbox is on the left, and '7 results' is on the right. The user list table has columns for user details, 'Products & Services', 'Benefits', 'Status', and 'Edit Access'. The user 'Bob Consultant' is circled in red. A red arrow points to the 'x' icon in the 'Edit Access' column for 'Bob Consultant'. Another red arrow points to the 'Remove' button in a confirmation dialog box that asks 'Are you sure youd like to remove this user?' with 'Cancel' and 'Remove' options.

		Products & Services	Benefits	Status	Edit Access
<input type="checkbox"/>	Bob Architect bob.architect@autodesk.com	0	1	...	Edit Access <input type="checkbox"/>
<input type="checkbox"/>	Bob Consultant bob.consultant@autodesk.com	1	3	...	Edit Access <input type="checkbox"/>
<input type="checkbox"/>	Laura Contractor laura.contractor@autodesk.com	1			
<input type="checkbox"/>	Jane Engineer jane.engineer@autodesk.com	1			