



Managing users

Tags: **ACC**

You're busy turning your team into a well-oiled learning machine. That's why we've put together a short list of common user management questions to help streamline your success.

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Can I change a user's role?

You can easily upgrade or downgrade admin rights to a user. Here's how:

1. At the top of your dashboard, click **Users**.
2. Click the **••• options menu** to the right of the user you want to change, then click **Change Role**.
3. Choose whether you want the user to be a Student, Team Coordinator, or Admin.
 - **Student:** Has full access to the course content library, hands-on labs, and the Cloud Playground. Occupies a license seat.
 - **Team Coordinator:** Manages teams, but not license assignments. See [Creating and managing teams](#) for details.
 - **Admin:** Can manage teams, invite users, assign study groups, and access reporting.

Tip: Turning on **Student Access** for an Admin or Team Coordinator will consume a license and give them access to content and learner resources.

4. Click **Save**.

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How do I remove a team user?

As much as turnover makes us sad, we understand team members may switch teams, roles, and companies. When users move on from your organization, deactivating them will remove them from your plan and allow you

to get the most use out of the license they leave behind.

To deactivate a user:

1. At the top of your dashboard, click **Users**.
2. Click the **••• options menu** to the right of the user you want to remove, then click **Deactivate**.
—or—
Check the box to the left of multiple users and click **Deactivate** at the top of the list.
3. Review the confirmation details, including limits to how many users can be deactivated or licenses allocated. Click **Deactivate** user to confirm.

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Can I remove users by updating my SSO Active Directory?

No—updates you make to Active Directory will not reflect in our platform. If you want to deactivate a user and free up their license, you'll need to do it from the Users tab. If you're having trouble, use the link below to contact our Support team.

If you need help, please contact [Pluralsight Support](#).