

Delete or suspend an Admin account

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Read on to learn how to delete or suspend admin accounts.

Overview

Admin accounts provide access to the Management Portal. API admin accounts connect the Management Portal to outside software. You can delete or suspend admin accounts when necessary. This will remove or suspend the accounts ability to access the Management Portal.

Before you Start

- An admin must have "Administrators" Role in the organization to do these instructions.
See *What Admin Roles are in the Management Portal*(<https://help.moviuscorp.com/help/what-admin-roles-mmp>).
- Be very careful before deleting API admins. Deleting them will cause the connector to break.

Delete an admin

1. **Go to the organization** (<https://moviuscorp.knowledgeowl.com/help/navigate-organizations>) where you want to perform the action.
2. Click **Administrators** from the main menu.
3. Select the checkmark for the Admin you want to delete.
4. Click the edit pencil.
5. Click the **Delete** button and confirm.

Suspend an admin

1. **Go to the organization** (<https://moviuscorp.knowledgeowl.com/help/navigate-organizations>) where you want to perform the action.
 2. Click **Administrators** from the main menu.
 3. Select the checkmark for the Admin you want to suspend.
 4. Click the edit pencil.
 5. Select the checkmark for either **Login suspended** or **Account suspended**.
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