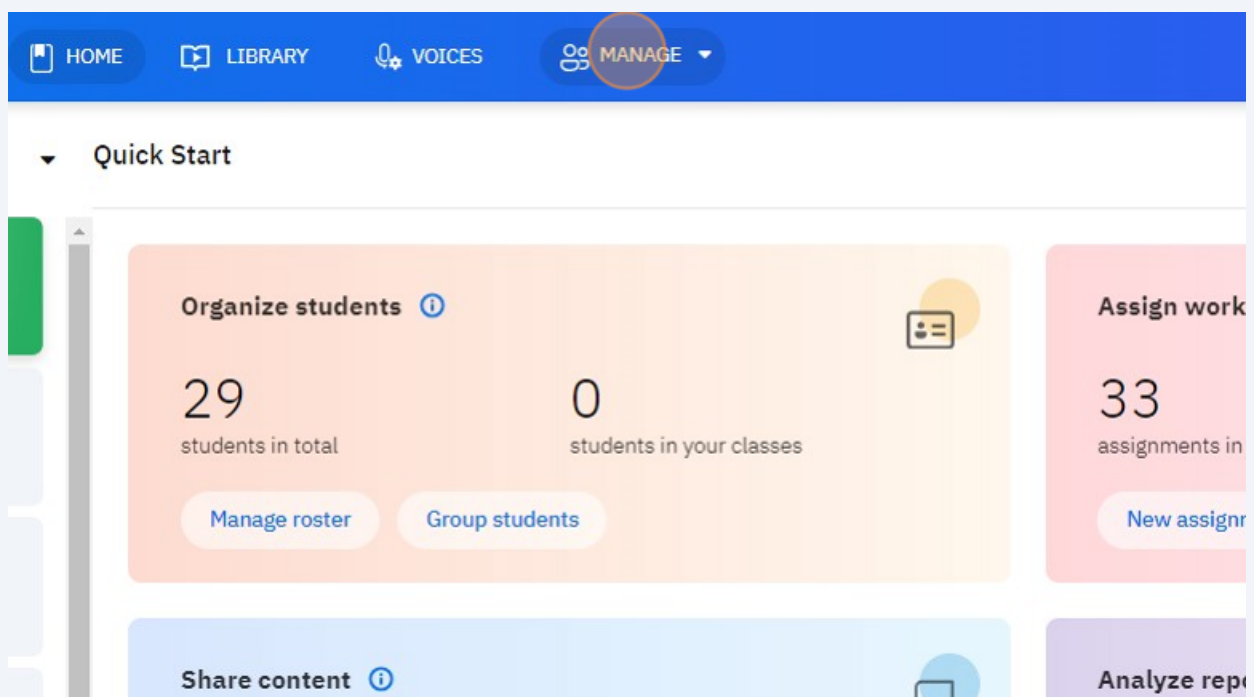


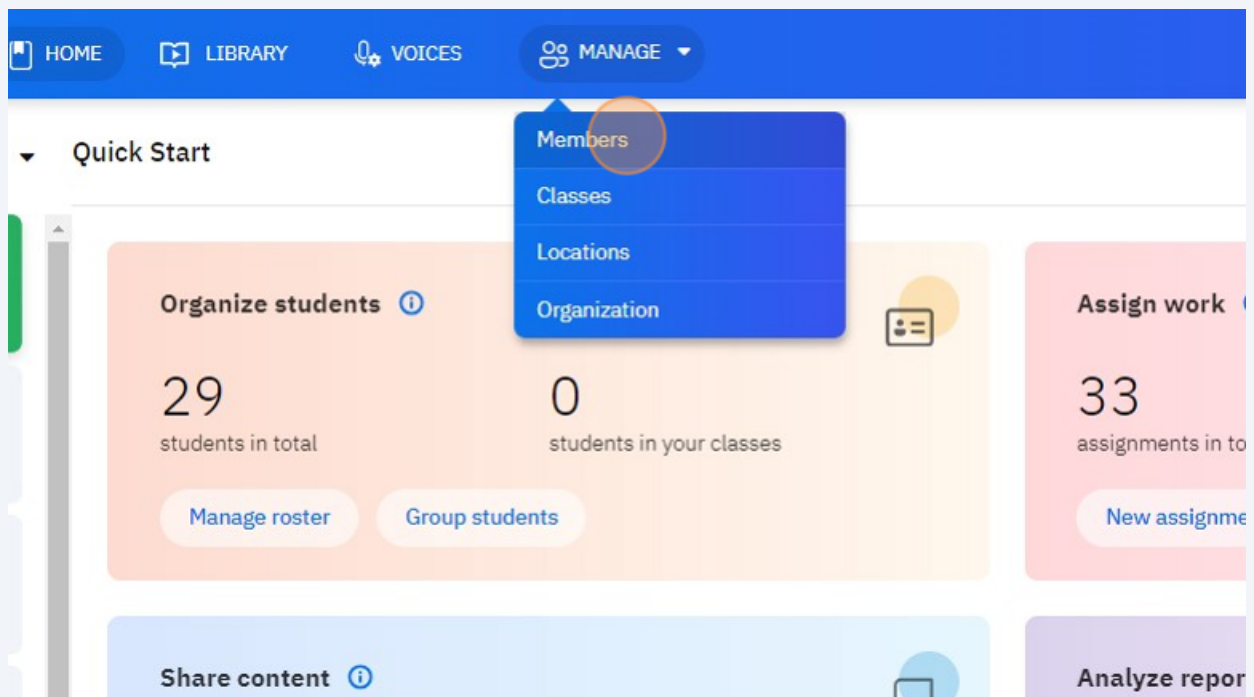
Remove Members from Organization

- 1 Login to your Capti account as a district or school administrator.

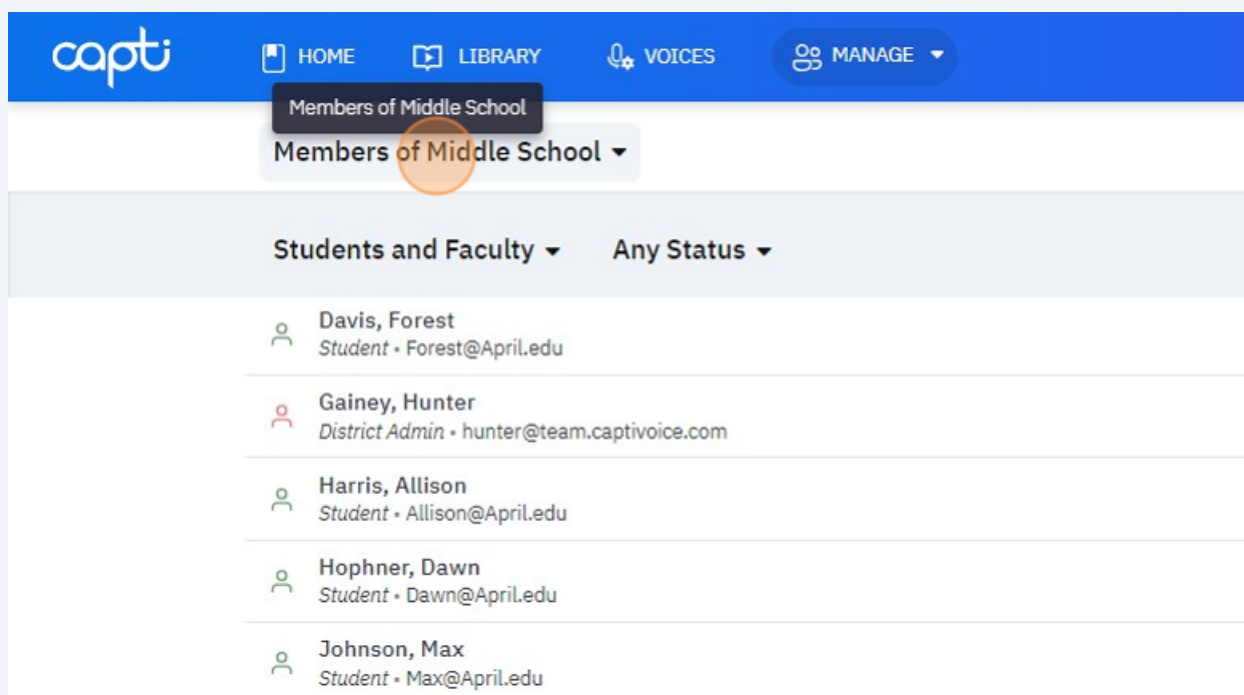
- 2 Click "MANAGE"



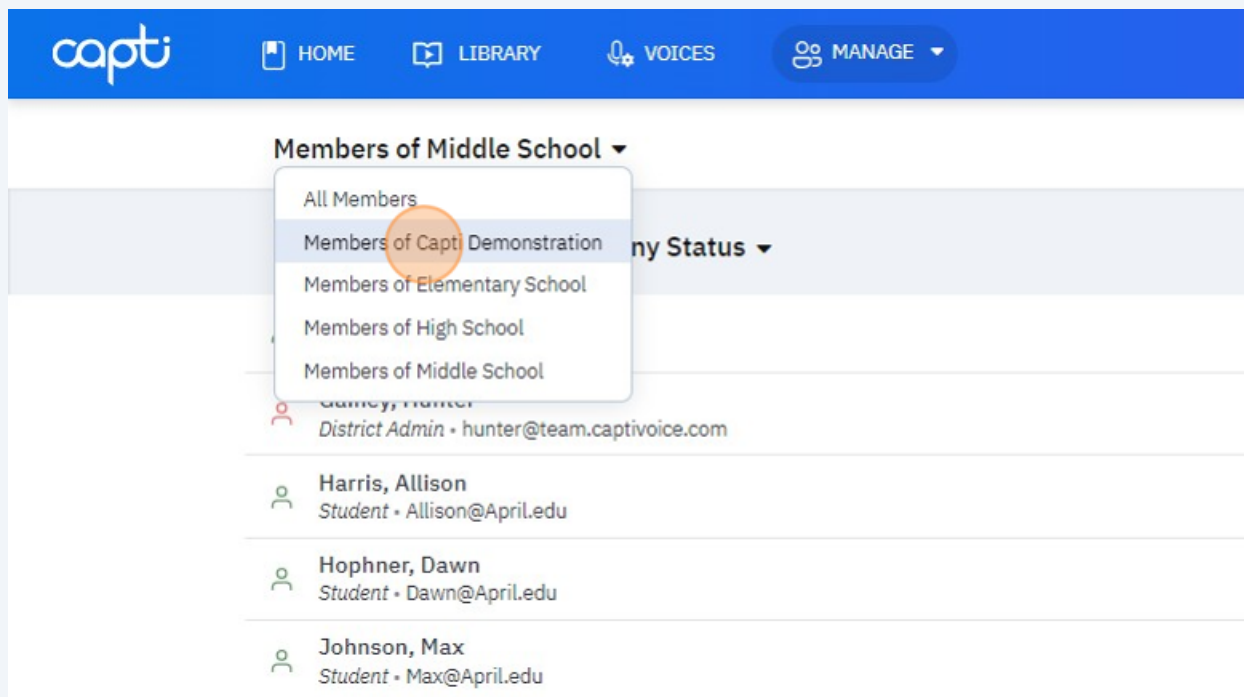
3 Click "Members"



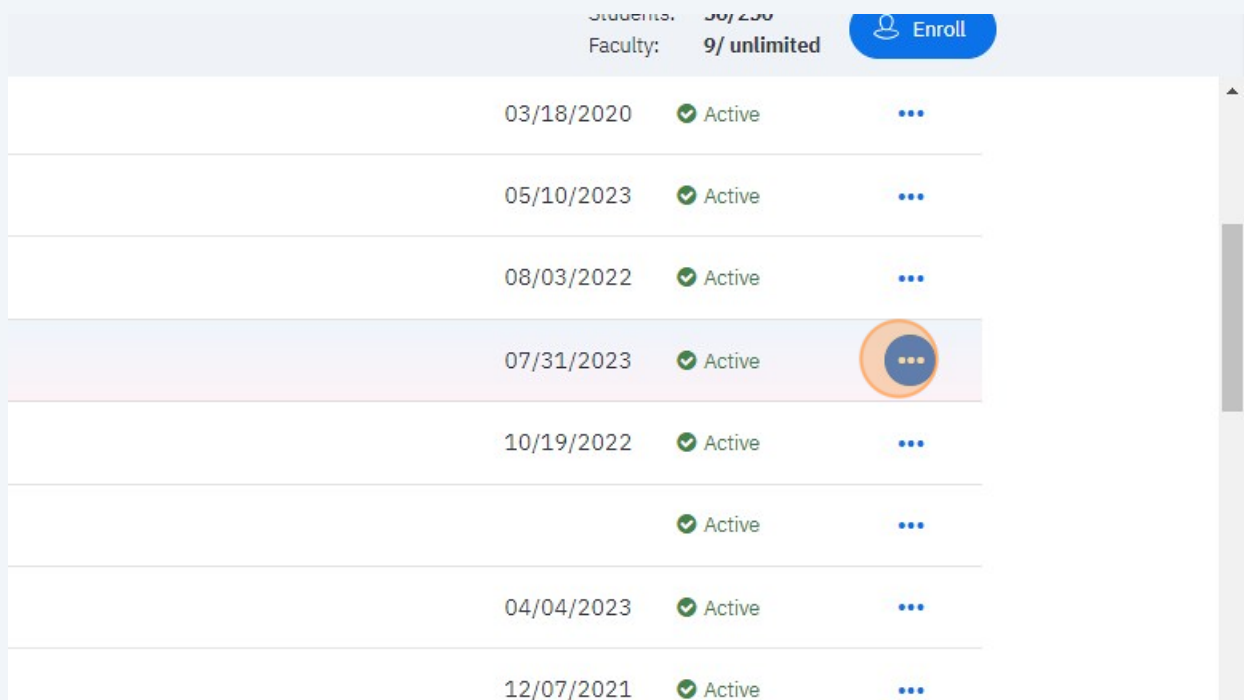
4 Click the location dropdown menu at the top to switch locations, if necessary.



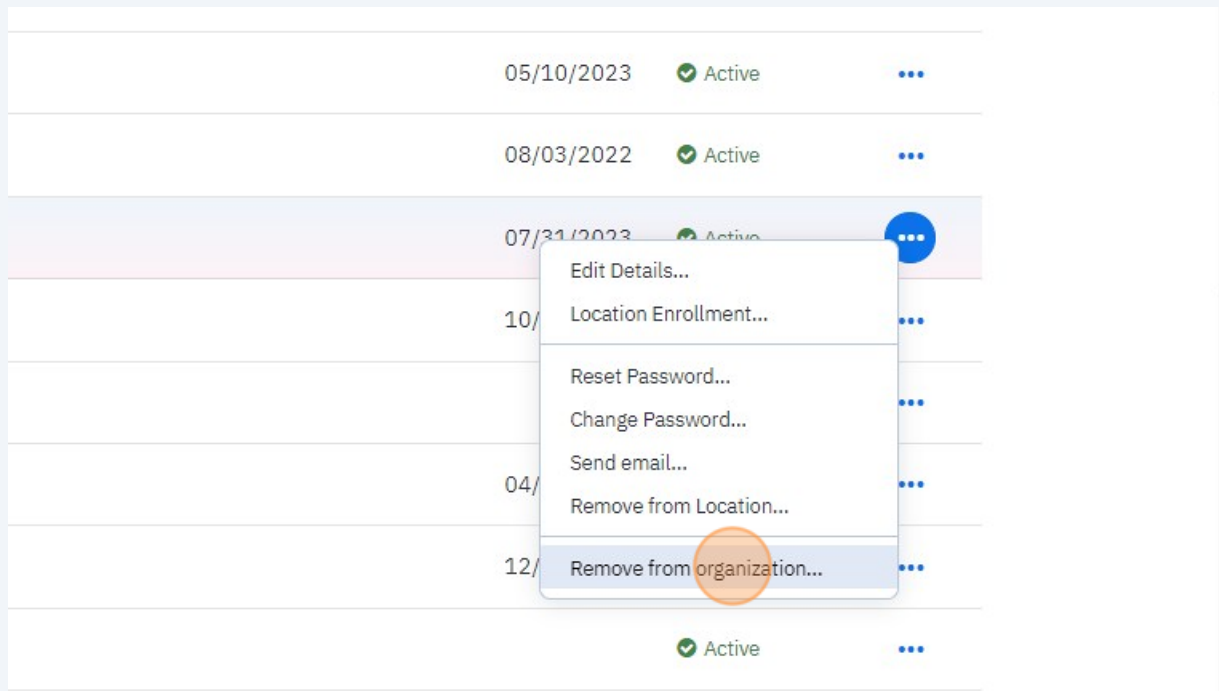
5 Click on your desired location.



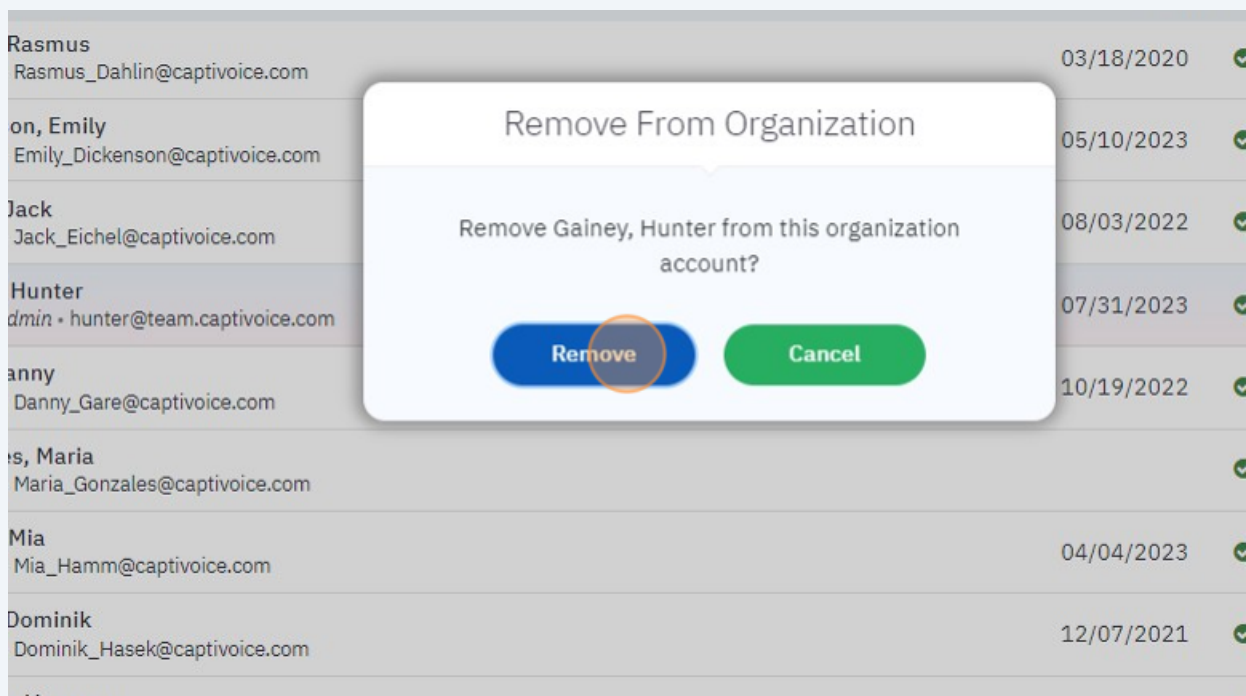
6 Click on the three dots next to the member that you want to remove.



7 Click "Remove from organization..."



8 Click "Remove"



9

The Capti user will no longer be a member of your organization. You will lose access to their Capti Assess data. Please export Capti Assess data before removing members.