

# Remove Members from Organization



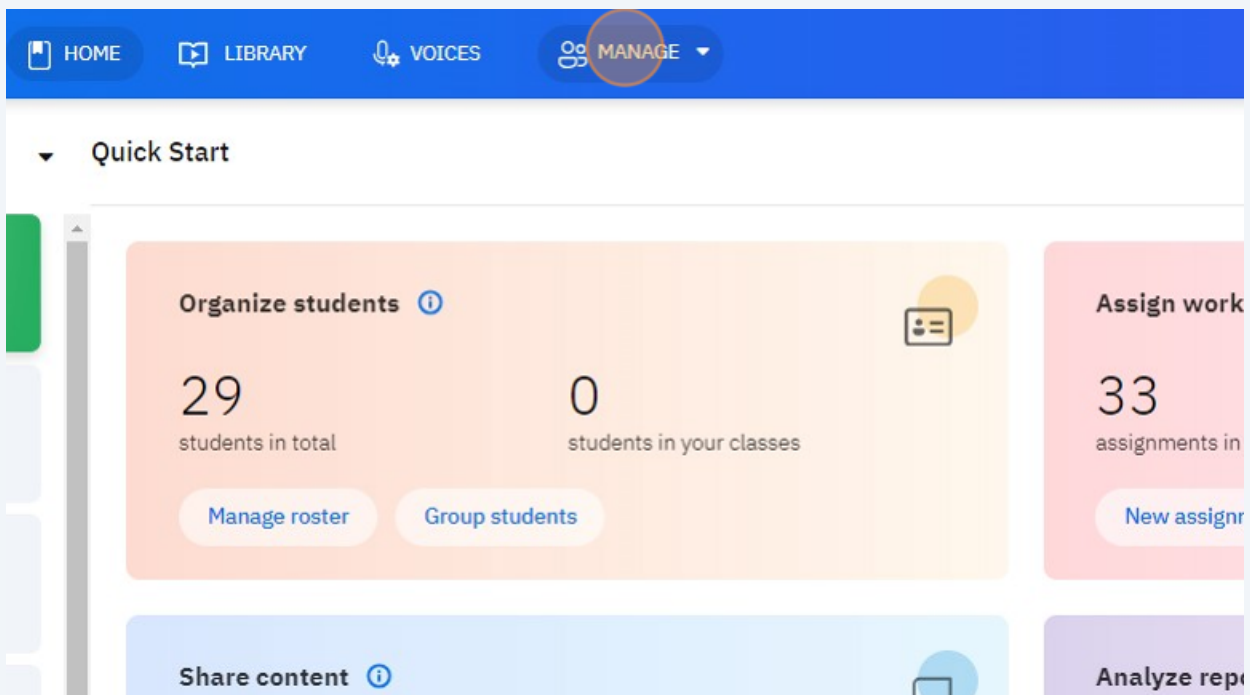
Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

1

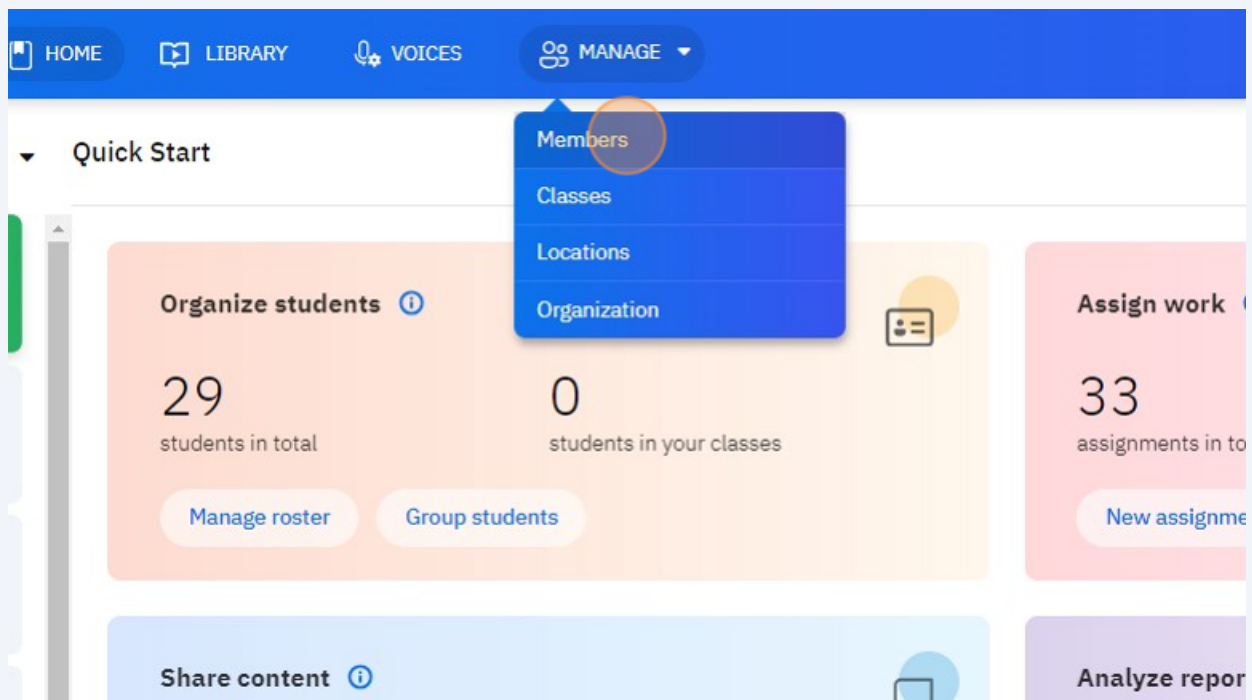
Login to your Capti account as a district or school administrator.

2

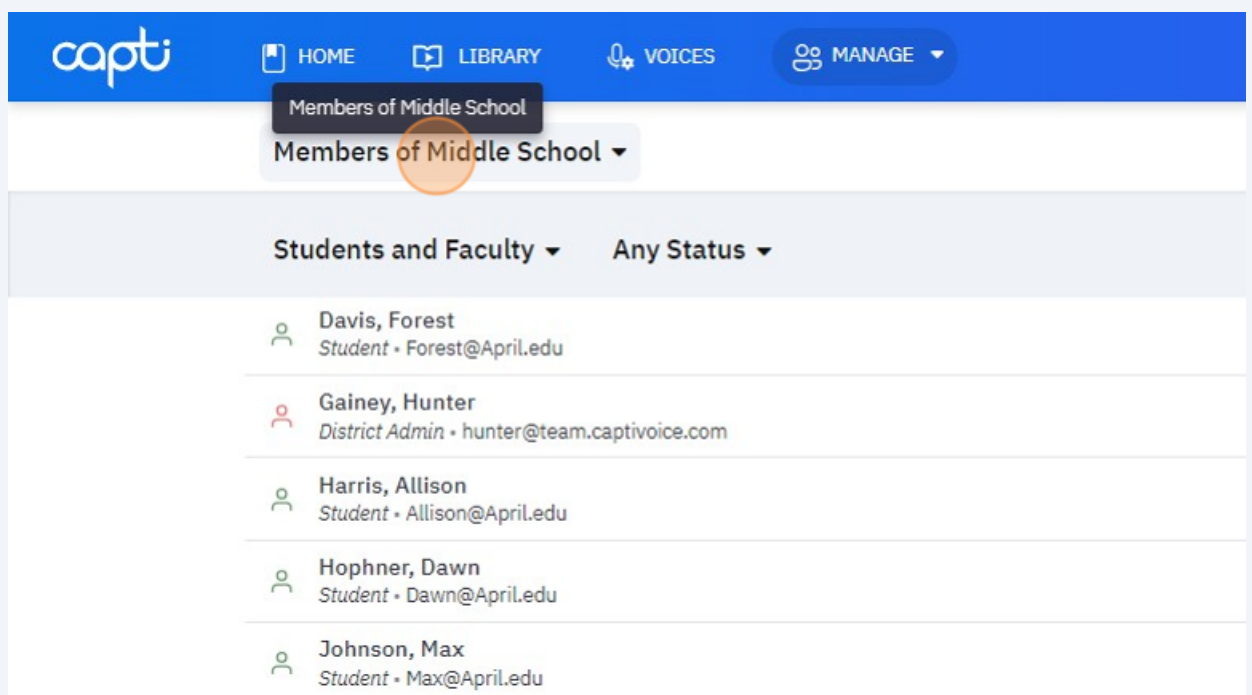
Click "MANAGE"



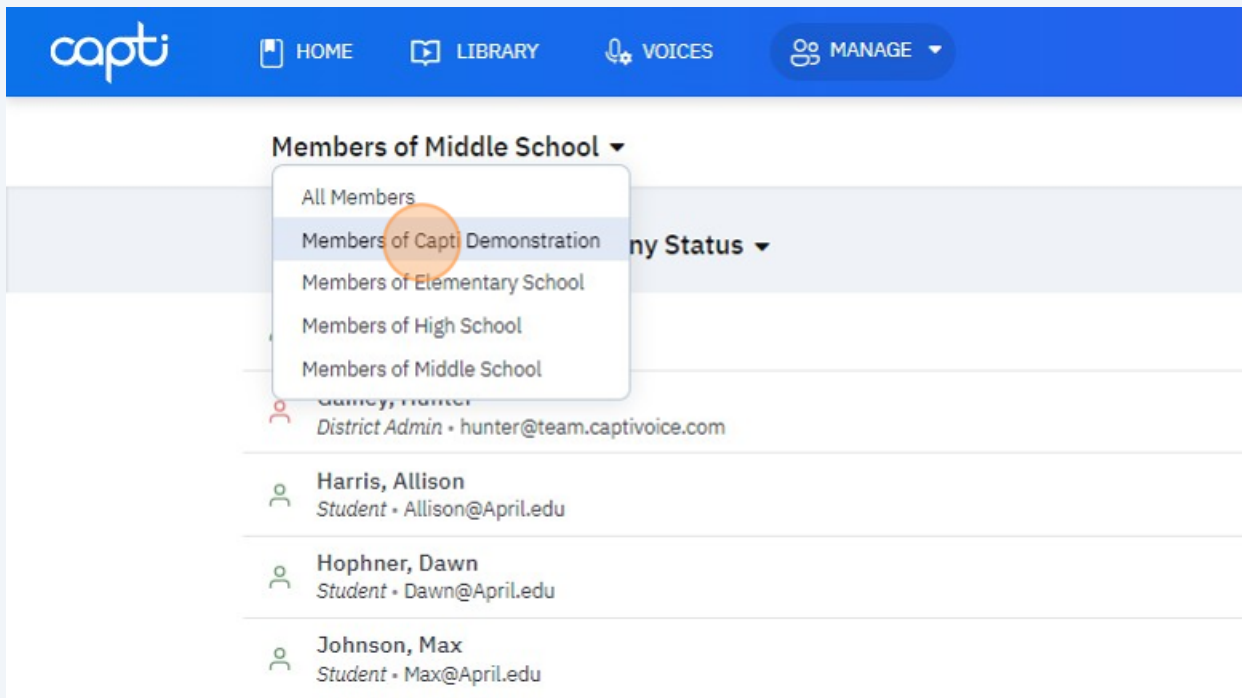
3 Click "Members"



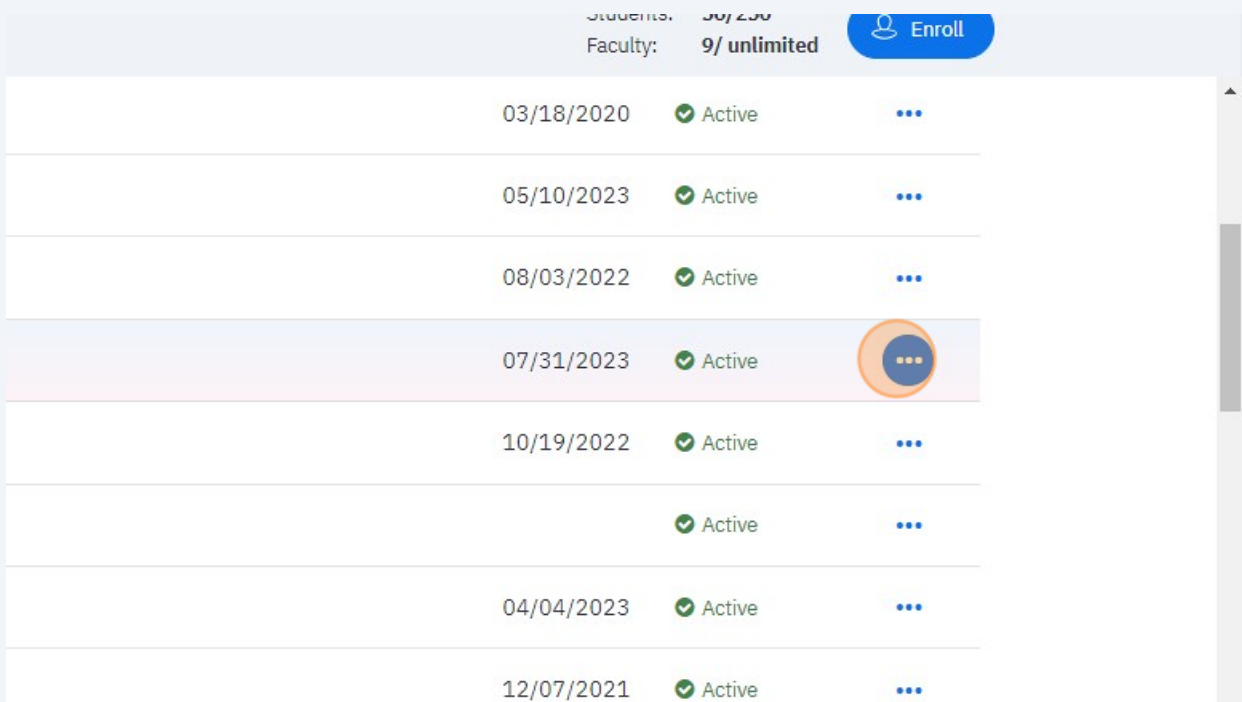
4 Click the location dropdown menu at the top to switch locations, if necessary.



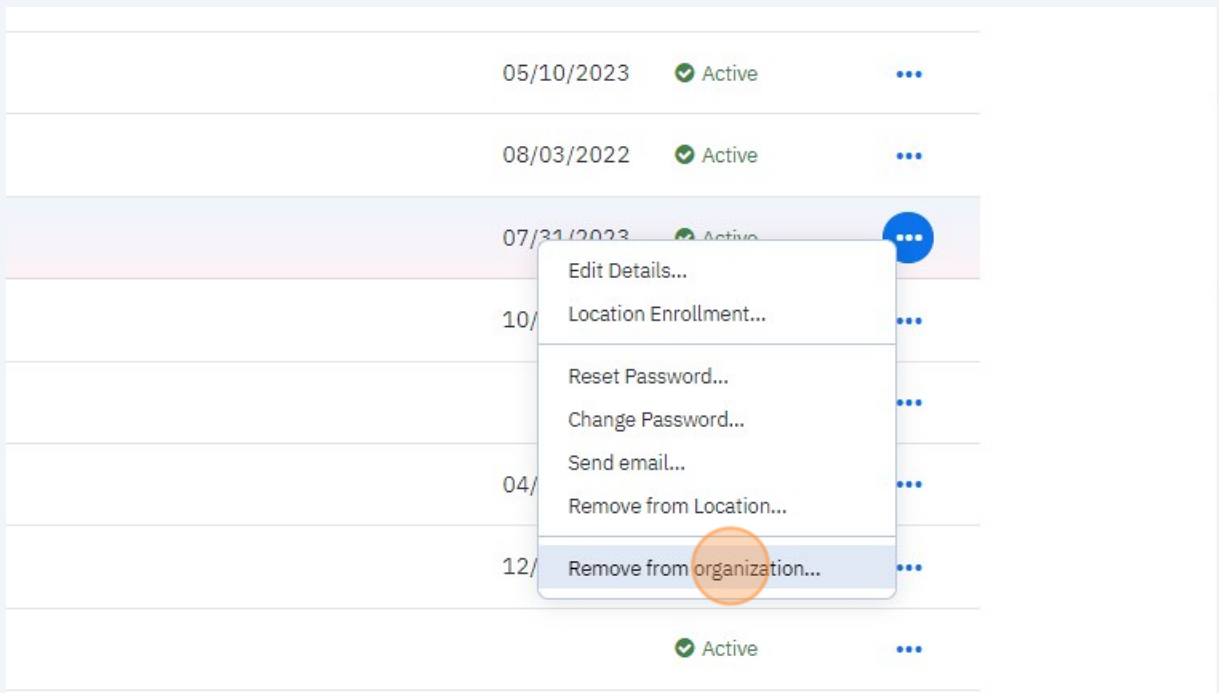
5 Click on your desired location.



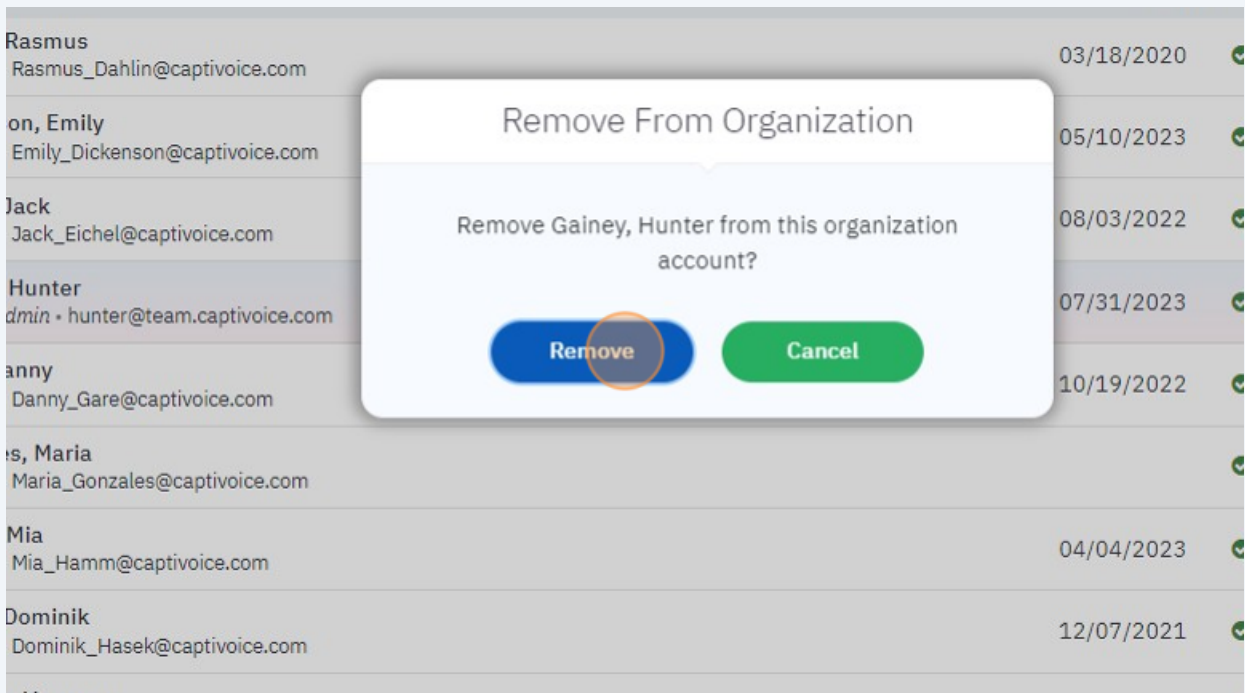
6 Click on the three dots next to the member that you want to remove.



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.