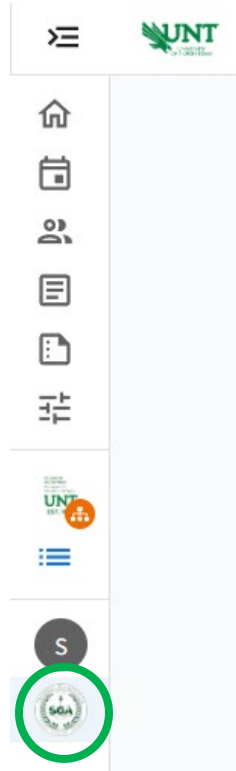
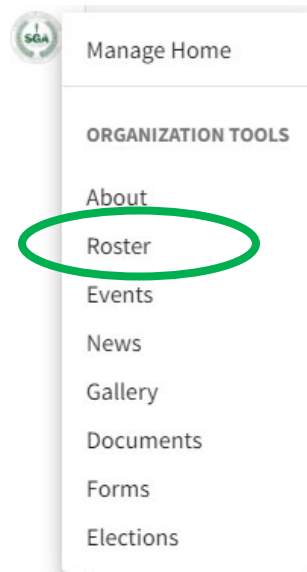


## Removing Members from Your Org. Portal

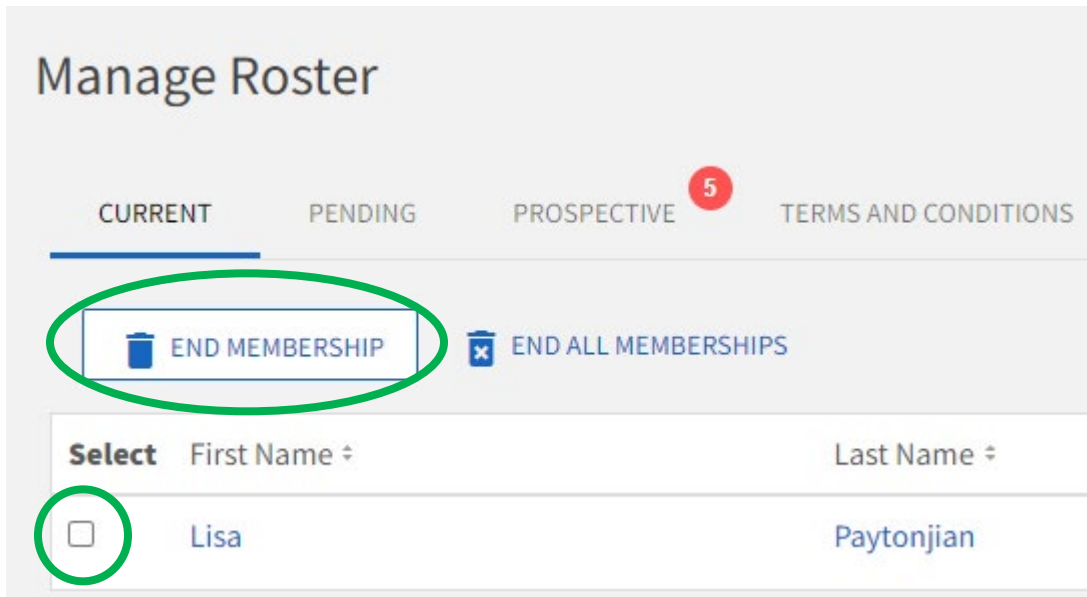
As an officer or someone who has access to manage the Roster tool, you can remove members from your organization's portal. To end memberships, hover on your organization icon on the left side of the screen and click on the gear.



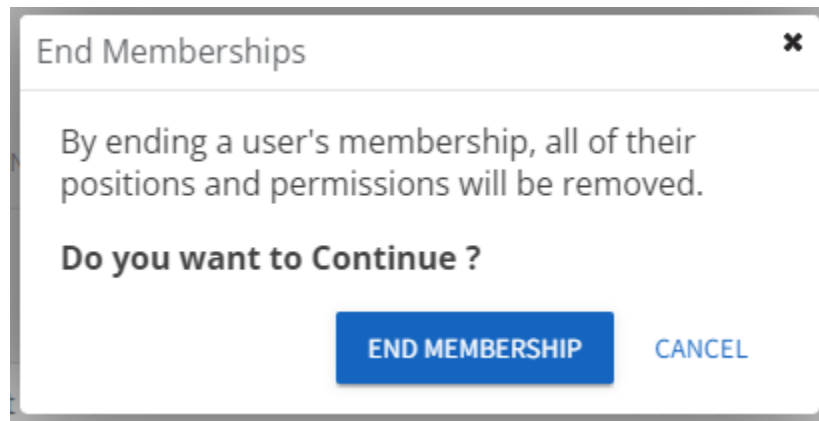
Select the *roster* tab.



To remove a member, scroll down to the Manage Roster section of the page. Locate the member(s) you would like to remove and check the box on the far left of the members' names. Click *End Membership* at the top of the membership list.

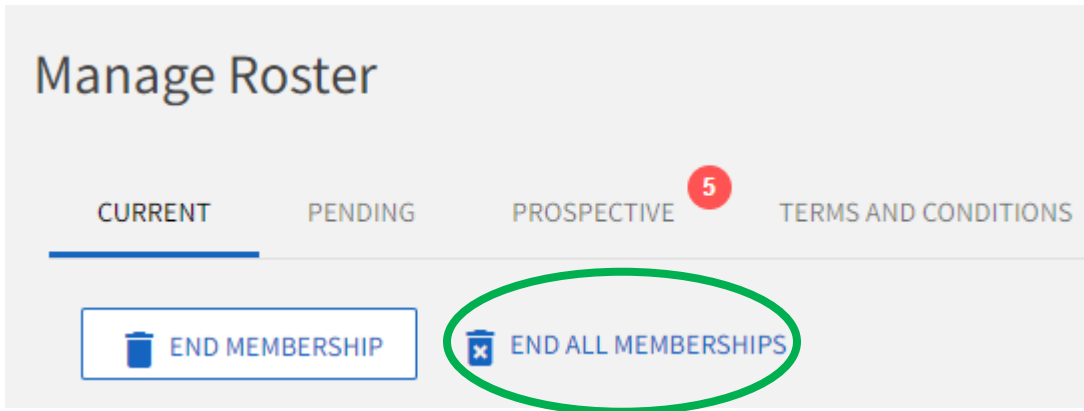


A confirmation box will appear to let you know that ending this user's membership will also remove all their positions and permissions from the org's portal. Click *End Membership* to confirm the deletion.

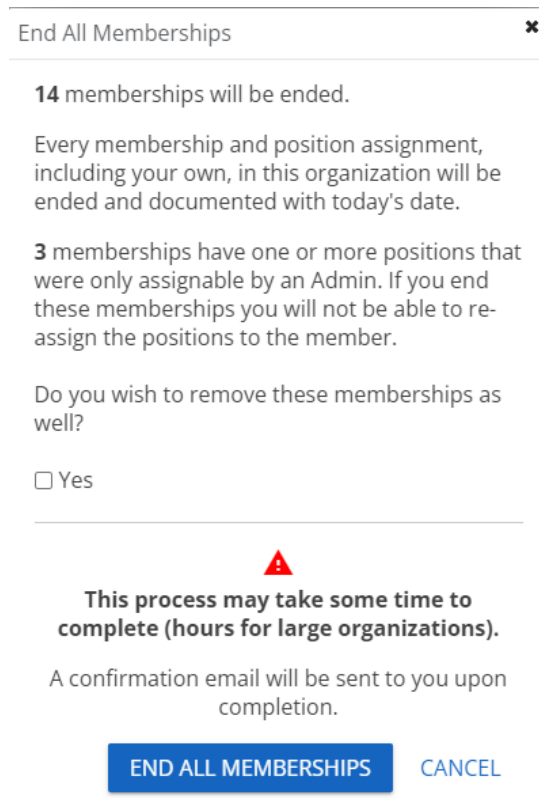


If you do not wish to end a user's membership, you can instead change their Position (see *Assigning People to and Changing Positions* quick tips guide for details) within the organization, which would change their permissions within the portal.

You can also remove members in bulk by clicking "End All Memberships."



You will be prompted by a pop-up notifying you all memberships will end.



Do this with **caution** and be sure to communicate with other officers of your organization, **as this action cannot be undone.**