


Introduction

This page reviews how to remove active users from the Large Scale Renewables Salesforce Portal.

Instructions


 The instructions on this page can only be completed by existing contractors who have been assigned the **Manage Users Tab** permission. This permission set must be set either by a NYSERDA employee or an existing contractor in your organization that has previously been granted this access. If you have access to this permission set you will have access to the **Manage Users** tab after logging into the Large Scale Renewables Salesforce Portal.

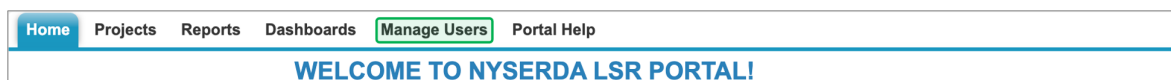
1

Log into the Large Scale Renewables [Salesforce Portal](#).

2

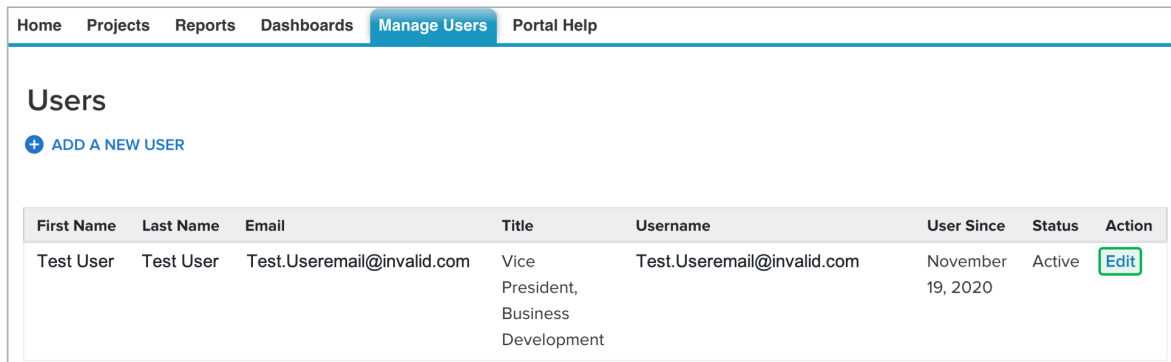
Click on the **Manage Users** tab.

 This tab will only appear for Portal users who have previously been granted Admin access.



3

Then, locate the Portal user in the list of active users and click the **Edit** link on the far right of the window. A modal window will open.



4

On the modal window uncheck the **Active** box to remove the user from Portal access.