



THE AGENCY
FOR CO-OPERATIVE
HOUSING

L'AGENCE
DES COOPÉRATIVES
D'HABITATION

Self-Assessment Tool

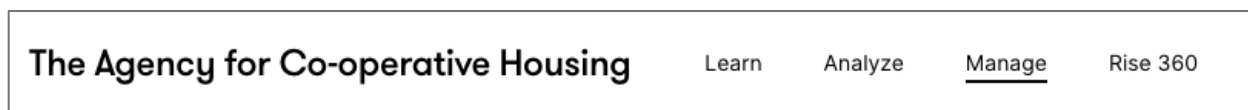
How-To Guide

How to Delete a User

This guide is one in a series developed to support federation staff in using and delivering the Self-Assessment. Each guide focuses on a specific task or function. Whether you're new to the tool or seeking a refresher, our clear, step-by-step instructions will help you integrate the Self-Assessment seamlessly into your services and maximize its value for your member co-operatives.

Step-by-Step Instructions

Go to Manage in the menu bar.



Under Manage select People.

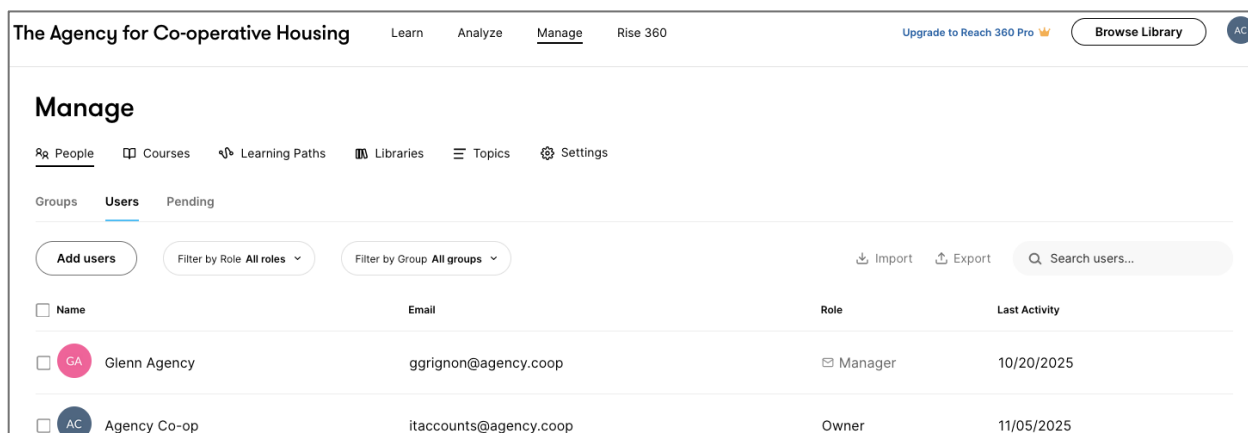
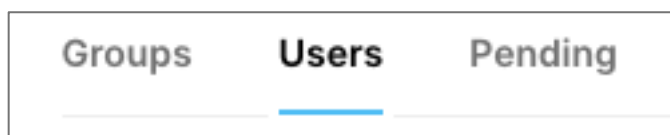




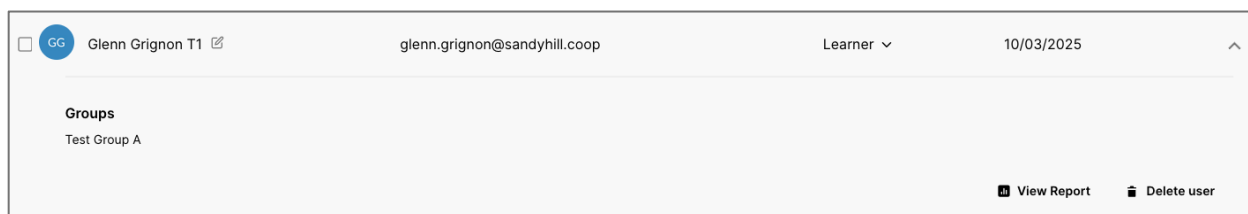
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Select Users



Expand the user to be deleted.



Select Delete User.

How-To Completed

Please contact Agency Support at helpdesk@agency.coop for more information.