Enable & Disable Users

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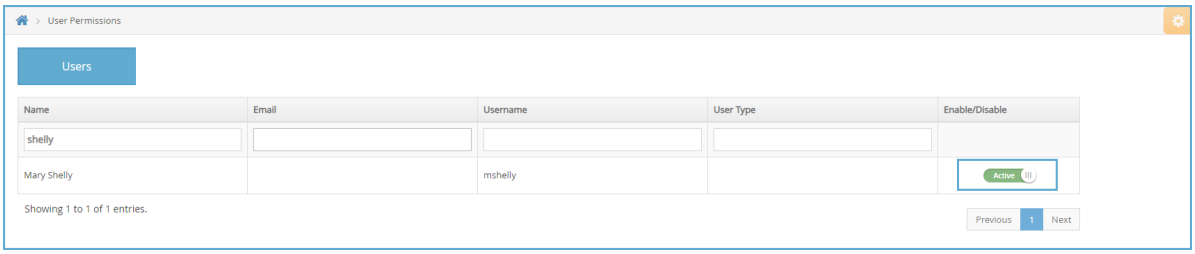
You can enable and disable users in your KidKare account, as needed. For example, if a user is no longer employed with you, you can disable their account and prevent them from logging in to KidKare.

Note: You must have appropriate permissions to access this feature.

1. From the menu to the left, click Setup.
2. Click User Permissions.
3. Filter to the user(s) to change:
    - Click in the top-right corner. In the **Filter By** section, select **Active**, **Inactive**, or both.
    - Use the **Name**, **Email**, **Username**, and **User Type** columns to filter to the user to update.
4. Click in the **Enable/Disable** column to enable or disable the user. Your changes are saved automatically.