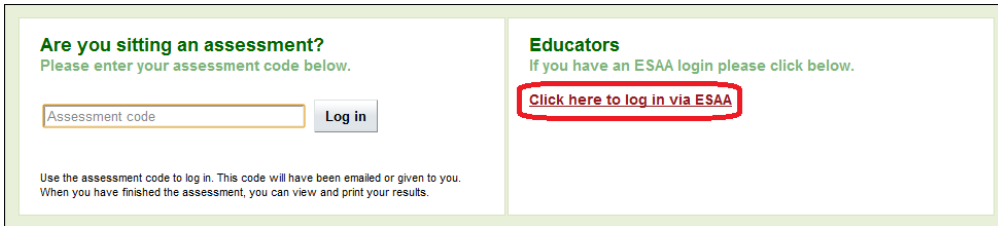


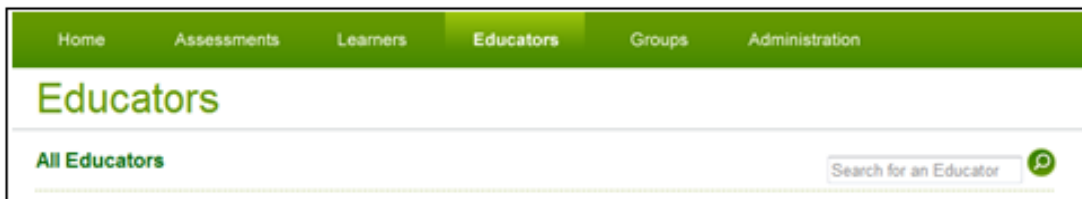
How to remove an Educator from the Assessment Tool

An Educator may only be removed from the Assessment Tool by the Organisation Administrator.

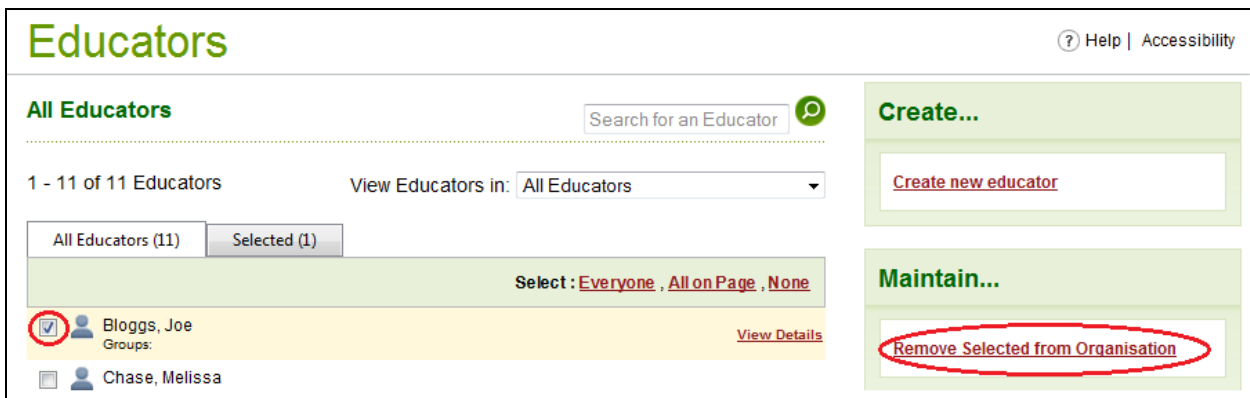
1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:



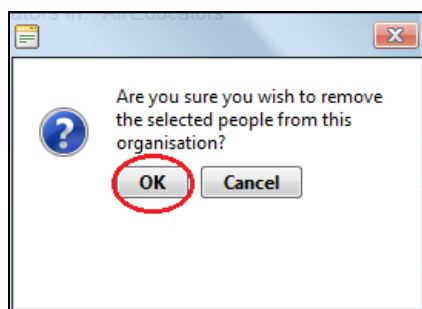
2. Click on the Educators tab:



3. Select the Educator to be removed from the Assessment Tool and click on 'Remove Selected from Organisation' at the right hand side of the page:




4. Click 'OK' to confirm the removal:



5. You will receive the following message once this has been completed:

Educators

 1 Educator(s) have been successfully removed from the Organisation.

All Educators 