

# Edit / Disable / Delete User

You can disable a user account to prevent that user from logging into vCloud Director. To delete a user, you must first disable their account.

## Prerequisites

This operation requires the rights included in the predefined Organization Administrator role or an equivalent set of rights.

## Procedure

1. On the **Virtual Datacenters** dashboard screen, click the card of the virtual data center you want to explore.
2. From the main menu select **Administration**.
3. In the left panel under **Access Control**, click **Users**.
4. **Disable a User**
  - a. To disable a user account, click the radio button next to the user name, click **Disable**, and confirm that you want to disable the account.
5. **Delete a User**
  - a. To delete a user, click the radio button next to the disabled user name, click **Delete** and confirm that you want to delete the account.
  - b. Leaving **Transfer user's objects to me** will mark your account as owner of any objects the deleted account created.
    - i. **Note** if you do not transfer their objects to yourself, they will be **deleted**.
6. **Edit a User**
  - a. To edit a user, click the radio button next to the user name, click **Edit** and make the desired changes to their account.
7. Click **Save**.

