# Remove a manager

Take away a manager's access when they leave or change roles.

For: Administrators · Updated November 23, 2026 · https://hipaacertify.com/index.php/support/article/remove-a-manager

Only the account owner can remove managers.

1. Click **Employees**, then **Manage** in the **Administrators** box.
2. Click **Remove** next to the manager and confirm.

They can no longer sign in to your organization.

- If they had completed or assigned training, you'll see **[name] removed. Their training records are preserved in your reports.**
- Otherwise you'll see **[name] removed.**

> **NOTE**
>
> The account owner can't be removed. To hand the organization to someone else, for example when the owner is leaving, contact support. Tell us the current owner and the new owner's name and email.





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