



Administrators can remove a teacher or user from their school account by marking the user as “Inactive.” This prevents the user from logging in or accessing their profile.

Step 1: Log In as a School Admin

- Log in to your account at <https://hub.singaporemath.com>. If your account has multiple roles assigned (for example, Teacher and School Admin), select the School Admin role.
- You must be logged in as a School Admin to manage users.

Step 2: Go to the “Users” Tab

- Click the “Users” tab in the Admin dashboard.
- You will see a list of all users associated with your school.

Step 3: Select the User

- Locate the teacher or user you would like to remove.
- Click “View” next to their name.

Step 4: Change Status to Inactive

- In the user’s profile, find the Status field.
- Change the status from Active to Inactive.
- Click “Save.”
- You will see a green “success” box appear, indicating the profile has been successfully updated.

What Happens Next?

- The user will appear as Inactive in your Users list.
- The user will no longer be able to log in or access their account.
- The user’s information will remain in the system for record-keeping purposes.

Marking a user as Inactive is the correct way to remove a teacher from your school account.