How to remove a Service User or Service Admin

How to remove a Service User or Service Admin

Admin

Remove Service User or Service Admin

01

Note: You cannot remove/delete your name as a Service Administrator. Another Service Administrator in your account can remove your name.
Upon signing-in to your Planning Online account, select **Admin** (top right of the page in the ribbon) on the **Planning Online Welcome Page** to open the **User management** page.
Once in the **User management** page select the **Service Admin** or **Service User** group list and select the drop-down arrow on the right side of the name that is to be removed.
Select **remove**.

Planning Online Portal

Planning Online / User management

User management

BHP Power
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BHP Power

+ Authorise user

Service administrators

Search

Given name(s)	Family name ↑	Contact email	
Daniel	Sixsmith	daniel.sixsmith@dplh.wa.gov.au	⌄

02

Select **Remove from Service users/Administrators** to authorise the removal of the name.

Note: User management allows users to switch from one organisation to another.

Home / User management / Manage user
Manage user - BHP Power

Please note that this page only removes this user from the Service user role.

Given name(s)

Daniel

Family name

Sixsmith

Contact email

daniel.sixsmith@dplh.wa.gov.au

Cancel   Remove from Service users

Help
User information

When adding a new user to your company or organisation, please take care when entering details of the user.

Given name(s)

Please add the Given name(s) of the person who will require access to the portal.

Family name

Please add the Family name of the person who will require access to the portal.

Contact email;

Please provide a contact email for the person named above.

Role(s)