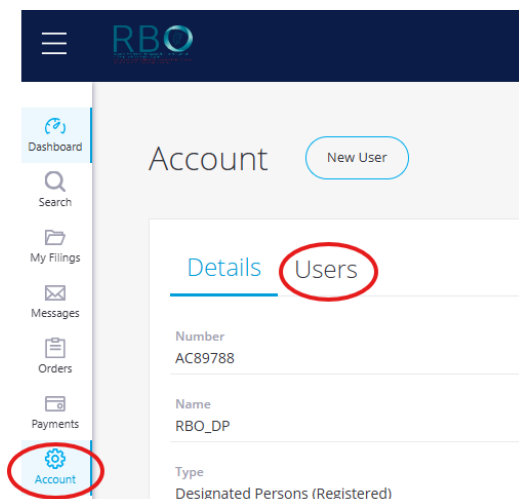


How to remove sub users to your Designated Person (DP) Account

Important to note

- Amendments to users can only be made by the Admin on the DP account
- Check that you are logged into your Designated Persons (Registered) account
- You may need to clear your cache to reset your connection to the Portal
- As Admin you are responsible for ensuring your organisation takes all necessary Data Protection measures to safeguard the personal data obtained by all users associated with the DP account
- Information accessed through DP accounts should never be shared with third parties
- As Admin you are responsible for ensuring that only authorised persons within your organisation are provided with access and that they are acting in the capacity of and carrying out the duties as outline in Section 25 of the Criminal Justice Act 2010, as amended
- Periodic audits of sub users should be carried out and any persons no longer requiring access removed
- Changes in admin should be notified to the RBO without delay

1. Login to the main RBO portal page as a user with Designated Persons (Registered) account type
2. Navigate to the *Account* icon on the left-hand side tool bar and Select *Users*



3. Select *View* for the User you wish to remove

Account New User

Details Users

Login Name	User Name	Email	Active	Administrator	<a>View
[REDACTED]	[REDACTED]	a [REDACTED]	Yes	[REDACTED]	

4. Untick Active and Save the changes

☐ Active

Contact Details

Email * ⓘ

[REDACTED]

Save