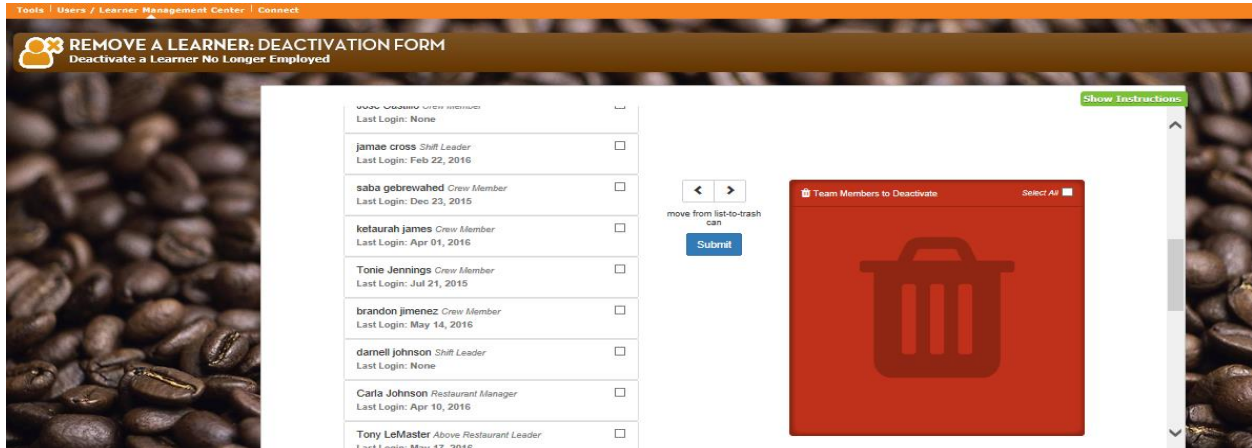# How to deactivate a User on the Dunkin' U

1. Log into Dunkin' U
2. Click on Admin
3. Click on Users / Learner Management Center
4. Click on Remove a Learner
5. Click the employee you wish to deactivate

6. Drag them to the RED SQUARE with a Trash Can and click SUBMIT