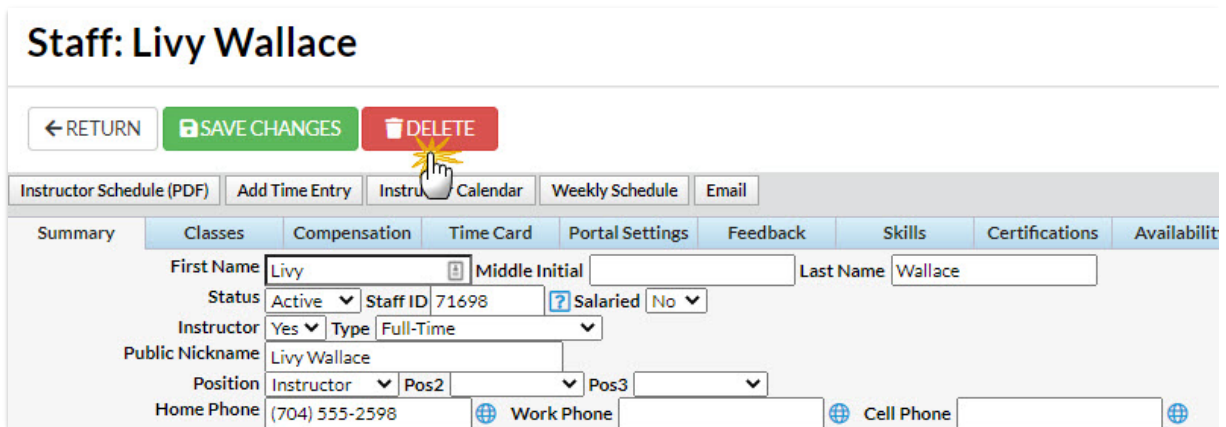


Delete a Staff Member / Instructor

1. Go to the **Staff** (menu) > **Active Staff**.
2. Click the **Name** of the staff member you want to delete.
3. Click the **Delete** button.



The screenshot shows the profile page for staff member Livy Wallace. At the top, there are three buttons: a grey 'RETURN' button with a left arrow, a green 'SAVE CHANGES' button, and a red 'DELETE' button with a trash can icon. A hand cursor is pointing at the 'DELETE' button. Below the buttons is a navigation bar with tabs: 'Instructor Schedule (PDF)', 'Add Time Entry', 'Instructor Calendar', 'Weekly Schedule', and 'Email'. The 'Instructor Calendar' tab is active. Below the navigation bar is a summary section with tabs: 'Summary', 'Classes', 'Compensation', 'Time Card', 'Portal Settings', 'Feedback', 'Skills', 'Certifications', and 'Availability'. The 'Summary' tab is selected. The form contains the following fields: First Name (Livy), Middle Initial (empty), Last Name (Wallace), Status (Active), Staff ID (71698), Salaried (No), Instructor (Yes), Type (Full-Time), Public Nickname (Livy Wallace), Position (Instructor), Pos2 (empty), Pos3 (empty), Home Phone ((704) 555-2598), Work Phone (empty), and Cell Phone (empty).

4. Click **Yes** in the *Delete Staff* pop-up window. **Tip:** *It is a Jackrabbit Best Practice to set a staff member's status to inactive instead of deleting them. This preserves time entries and class assignments instead of permanently deleting the information.*
5. The staff member's record is permanently deleted, click **OK**.



Deleting a Staff record does NOT delete the staff member from the Instructor tab of any classes they were assigned to. Deleting an Instructor from a specific class must be done from the Class Instructor tab.