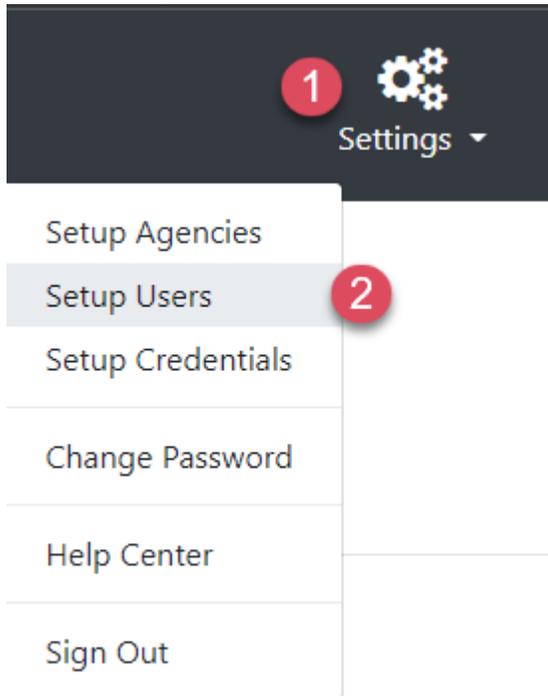# How to do you Disable a user in OakTree Supervision?

Question: How do you disable a user in OakTree Supervision?

Solution: **First, sign in as a Super Admin**

1. Go to Settings
2. Click on Setup Users

3. Look for the user under Manage Users you wish to disable
4. Click the corresponding pencil icon to open up the user's settings

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5. Change User Status from Active to Disable
6. Then click the [Update] button to save

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For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!