QUICK START GUIDE

How to Remove a User from a Committee

This guide explains how authorized members can remove a user from a committee in the OHS Resource Centre. Only Co-chairs, Admin Assistant, or Employee Practitioners assigned to a committee have permission remove a user from that committee.

Follow the steps below to complete the process:

Steps to Remove a User:

1. Click the 'Dashboard' tab. (Figure 1)

2. Click on the committee's name, then click on the 'Committee Roster' link. (Figure 1)

3. Hover over the member you want to remove and then click on '⋮' icon that appears next to their name (This icon appears only when hovering.) (Figure 1)

4. Choose 'Remove Member' option. (Figure 2)

5. Confirm by clicking 'Yes, remove' when prompted. (Figure 3)

Note:

Users with a Union Practitioner or Employer Practitioner role cannot be removed via this method.

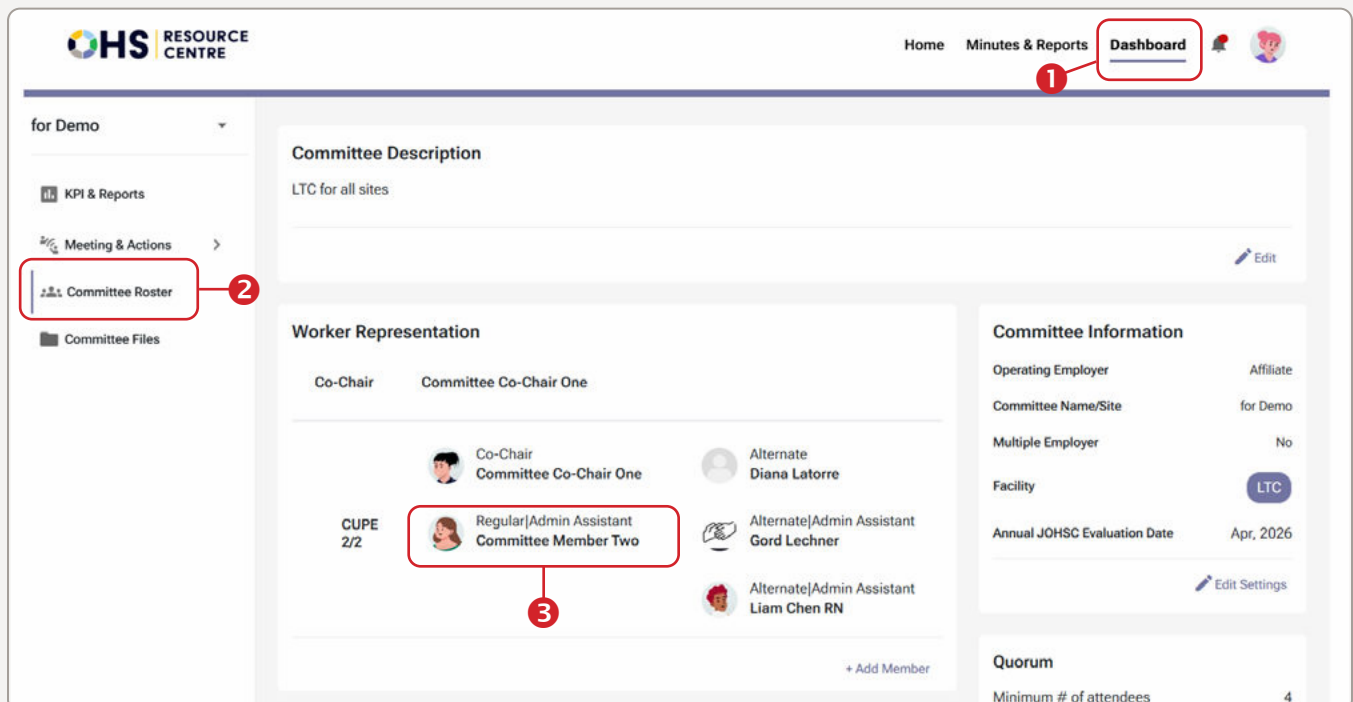**Figure 1:** Removing the User from the Committee
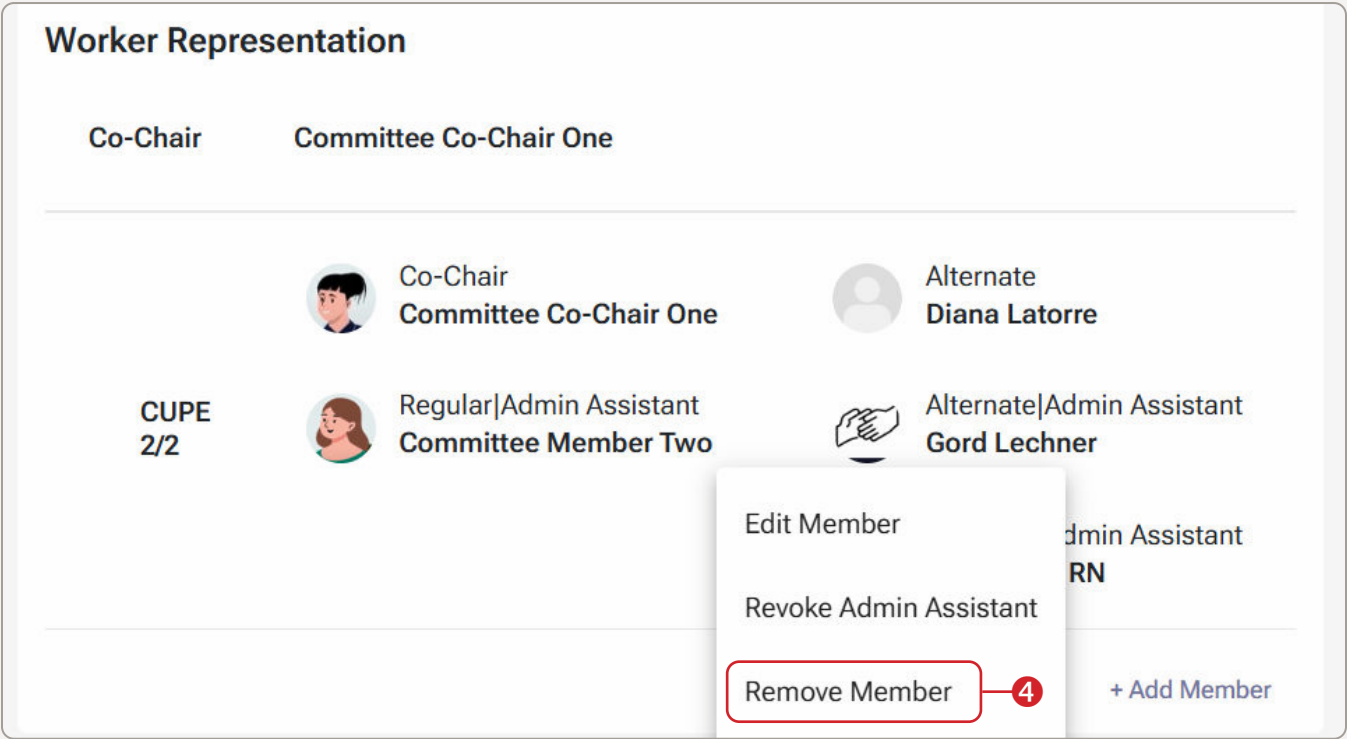
Figure 2: Removing the User from the Committee

Figure 3: Removing the User from the Committee