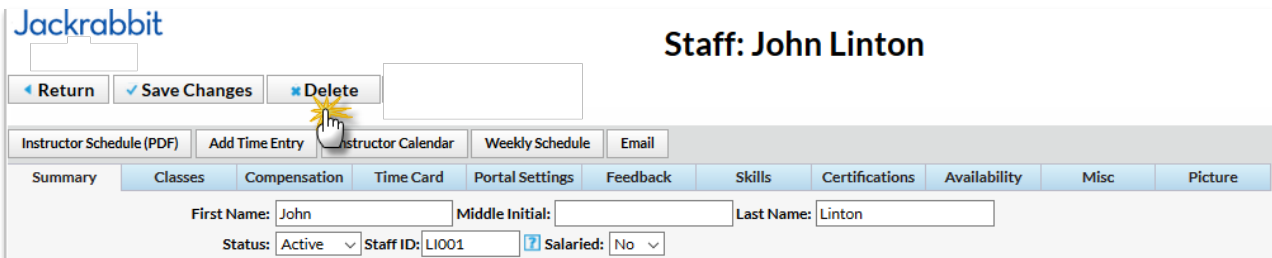


# Delete a Staff Member / Instructor

Last Modified on 06/05/2019 8:45 pm EDT

Watch a (0:47) video tutorial on Adding, Assigning, and Deleting Staff ~~Delete a Staff Member / Instructor~~

1. Point to **Staff** in the menu bar and click **List All Staff**.
2. In the resulting list, click the **name** of the staff member you want to delete.
3. Click the **Delete** button in the upper left.
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**.



The screenshot shows the Jackrabbit web application interface for managing staff. The page title is "Staff: John Linton". At the top left, there are three buttons: "Return", "Save Changes", and "Delete". Below these is a navigation bar with tabs for "Instructor Schedule (PDF)", "Add Time Entry", "Instructor Calendar", "Weekly Schedule", and "Email". A secondary navigation bar contains tabs for "Summary", "Classes", "Compensation", "Time Card", "Portal Settings", "Feedback", "Skills", "Certifications", "Availability", "Misc", and "Picture". The "Summary" tab is selected. The form displays the following information:

First Name:	John	Middle Initial:		Last Name:	Linton
Status:	Active	Staff ID:	LI001	Salaried:	No



*tab.*

*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*

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