


## Removing User Access to a Project

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Using Security Manager, you can remove a user's access to a project. If you remove users' access via Security Manager in Project Management, they will lose access to the specified project, but their billing will not be affected.

### To remove user access to a project

1. On your **My ProjectTalk** page, next to the project from which you want to remove the user's access, click the  link.  
Project Management launches in a new window.
2. In Project Management, log on as the Admin user or a user in the Administrator user group.  
**Note:** Only a user listed in the Administrator group in Security Manager can open Security Manager. If your company uses single sign on, you must launch Project Management through Portfolio Administration.
3. On the Project Management **Tools** menu, point to **Security**, and then click **Security Manager**.
4. On the **Users** tab, in the **Users** folder, select the user whose access you want to remove.
5. On the **User** tab, in the **Access** column, clear the check box next to the project that you do not want this user to have access to.
6. Click **Save**.  
ProjectTalk sends email notification to the user whose access you removed.