How can I delete a user from a Virtual Account, in Cisco License Central (CLC)?

Introduction

This document outlines the steps to remove a user from your Virtual Account in Cisco License Central to maintain accurate and secure access control.

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- Active Cisco.com account
- The user accessing the Cisco License Central must have at least one of the following:
  - Smart Account User/Admin/Viewer
  - Virtual Account User/Admin/Viewer

Steps

Step 1: Go to Cisco Software Central and log in with your Cisco.com credentials.

Step 2: Click on Access Cisco License Central under the Cisco License Central section.

Step 3: Enter your Smart Account or use the Search function to search for a Smart Account.

Step 4: Navigate to the left Menu bar and click on the "Account Management" tab, and select “Virtual Accounts” under “Smart Account Management”

Step 5: Use the Search function to search for the Virtual Account name.

Step 6: On the Virtual Account dashboard, go to the Users tab.

Step 7: Use the Search function to search for a User CCOID/name.

Step 8: Scroll to the right of the Users name and click on the three horizontal dots, click Remove.

Step Results: Caution Dialogue Box: click Remove access.

Troubleshooting

For External Customer/Partner Use Only: Follow these instructions to resolve your issue. If you need further assistance, please initiate a request for License Support via Cisco Support Case Manager.