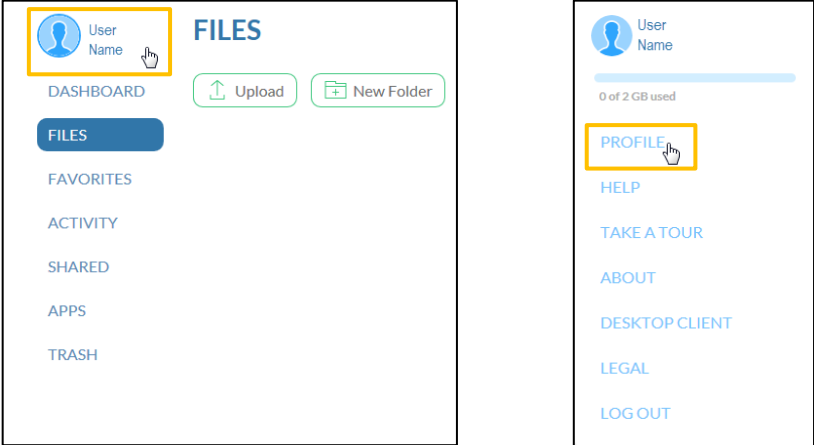# Delete User Account from CORE (PC Version)
Effective: 02 2020
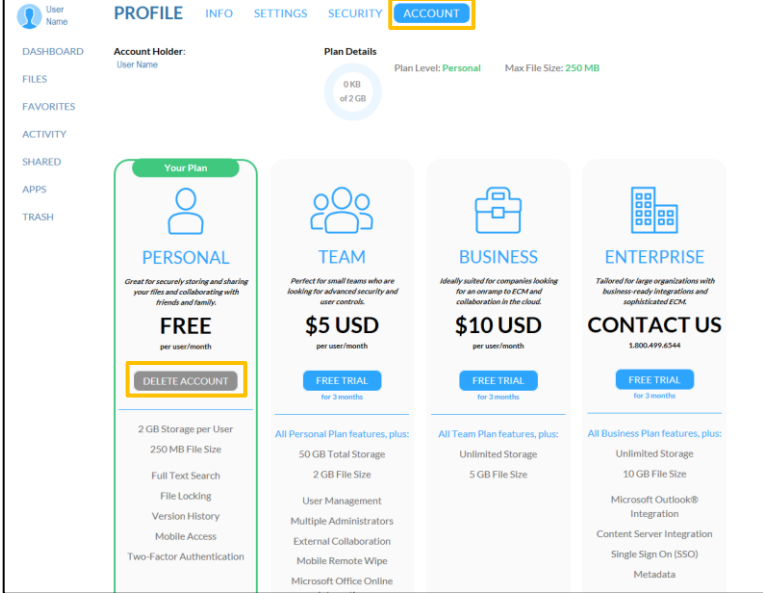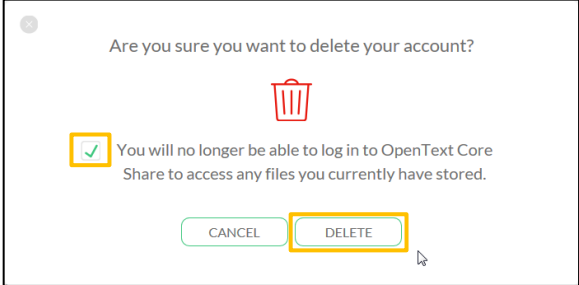
This job aid enables users to delete their existing user account from the CORE application from their computer.

Step	Description
1.	Launch core.opentext.com and log in using your email address and password. **opentext™ | Core Share** ●●●●●●●● ✕ **Sign in** Go Back Sign Up Forgot Password OPENTEXT CORE SHARE HOME SUPPORT PRIVACY POLICY • TERMS • ACCEPTABLE USE • COPYRIGHT © 2020 OPEN TEXT. ALL RIGHTS RESERVED.
2.	In the upper left-hand corner, select your **User Name** to reveal a menu. In the drop-down menu, select **Profile**. User Name — **FILES** — DASHBOARD — ⬆ Upload — ⊞ New Folder — FILES — FAVORITES — ACTIVITY — SHARED — APPS — TRASH User Name — 0 of 2 GB used — PROFILE — HELP — TAKE A TOUR — ABOUT — DESKTOP CLIENT — LEGAL — LOG OUT

Step	Description
3.	Within your user profile, select **Account**. Then, select **Delete Account**.
4.	In the pop-up confirmation window, check the check-box, then click **Delete**. The system will automatically log you out and take you to the CORE log-in screen.

Step	Description
5.	You will receive a confirmation email from notoification@core.opentext.com stating: Your OpenText Core Share Personal Account has been cancelled. Your account has successfully been deleted.