

Deskpro

[Base de connaissances](#) > [Test AI Answer Helpdesk Articles](#) > [Article 4: Deactivating an Agent Account](#)

Article 4: Deactivating an Agent Account

Owen Wakeman - 2026-04-17 - [Commentaire \(1\)](#) - [Test AI Answer Helpdesk Articles](#)

Overview

Deactivating an agent prevents them from accessing the help desk without deleting their data.

When to Deactivate

- An agent leaves the organization
- Temporary leave or suspension
- Role changes that no longer require access

Steps

1. Open the agent's profile.
2. Select **Deactivate Account**.
3. Confirm the action.

What Happens Next

- The agent can no longer log in.
- Existing tickets remain in the system.