

How to revoke a student's access to a course



There are situations where you need to remove a student's access to a specific course: end of a free trial, refund, special agreement, or simply a temporary enrollment that has ended.

On systeme.io you can easily revoke (or "dismiss") a student's access to a course without deleting the student completely from your account.

Here is a complete and detailed guide.

1. Go to the course and open the Students tab

Log in to your systeme.io account.

Go to **Assets** → **Courses** and open the course from which you want to remove a student.

Click on the **Students** tab. You will see the full list of people currently enrolled in this course.

2. Open the student's profile

Find the student whose access you want to revoke.

Click on their **email address**. This will open the complete student file/profile.

3. Dismiss the enrollment

Inside the student profile, scroll to the **Enrollments** (or Courses) section.

You will see the list of all courses this student is enrolled in.

Next to the course you want to remove, click the three dots (...) and select **Dismiss** (or "Revoke access").

4. Confirm the action

A confirmation popup will appear.

Click **Confirm**.

The student's access to that course is immediately removed. They will no longer be able to open the course content.

Important notes

- Revoking access does **not** delete the student from your account. They remain in your students list and in your contacts.
- Only the access to the selected course is removed. Access to other courses stays intact.
- If you want to permanently delete the student (and all their progress), you need to use a different action (see related articles below).
- You can re-enroll the same student later at any time using the manual enrollment method.

This feature is useful when managing temporary access, refunds, or when a student should no longer have access for any reason.

You can combine this with the different enrollment methods available on systeme.io. For more information see [What are the different methods for giving access to a course?](#) and [How to manually add students to a course](#).

Conclusion

Revoking a student's access to a course on systeme.io is simple, fast and reversible. In just a few clicks you can remove access to a specific course while keeping the student in your database.

Use this option whenever you need to end someone's access cleanly and professionally without losing their contact information.

Your course stays protected and your student list remains organized on systeme.io.

Related articles

- [How to manually add students to a course](#)
- [What are the different methods for giving access to a course?](#)
- [How to grant free access to a course](#)
- [How are the different course access types different?](#)
- [How to modify a course's information](#)

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