

How to remove a student



Sometimes you need to permanently remove a student from your systeme.io account. This action is different from simply revoking access to one course — it completely deletes the student and all their progress.

Here is a clear and complete guide.

1. Go to the Students list

Log in to your systeme.io account.

Navigate to **Assets** → **Courses**.

Click on the **Students** tab. This shows the complete list of everyone who has access to any of your courses.

2. Locate the student you want to remove

Find the student in the list (you can use the search if needed).

Next to their name, click the three dots (...).

3. Delete the student

In the menu that appears, select **Delete**.

Confirm the action.

The student is immediately and permanently removed from your account.

What happens when you remove a student

- The student immediately loses access to **all** courses they were enrolled in.
- Their course progress is permanently erased.
- If you re-enroll them later, they will have to start the courses from the beginning.
- The student is also removed from your global students list.

Important distinction:

- **Remove a student** (this article) = permanent deletion of the student + all progress
- **Revoke access to a course** = only removes access to one specific course, the student stays in your list (see [How to revoke a student's access to a course](#))

Choose carefully which action you need. If you only want to end access to one course, use “Revoke access”. Use “Remove a student” only when you want to completely delete them.

You can re-add a removed student later by manually enrolling them again (see [How to manually add students to a course](#)), but they will start with zero progress.

Conclusion

Removing a student on [systeme.io](#) is a permanent action that deletes the student and all their course progress. It is useful when you need to clean your student list or permanently end a relationship with a learner.

Use it carefully and prefer “revoke access” when you only need to remove someone from one course.

Your student list stays clean and organized on [systeme.io](#).

Related articles

- [How to revoke a student's access to a course](#)
 - [How to manually add students to a course](#)
 - [How to manually resend your students the access email for a course](#)
 - [How to export a student's session log](#)
 - [What are the different methods for giving access to a course?](#)
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