



User Guide

Unlink accredited classifiers from your organisation in the Classification Portal

January 2026

Introduction

To protect your organisation's data security and privacy, we recommend reviewing your current list of users in the Classification Portal.

Any individual linked to your account can view all your organisation's submissions including Board applications, and classification decisions.

We encourage you to use your administrator privileges to unlink any individuals who no longer require access to your organisation.

Benefits of updating your list of users:

- **Enhanced Security:** Prevents unauthorized access to your organisation's submission history.
- **Data Integrity:** Ensures that only current, authorized individuals can view decisions.
- **Retained Records:** Unlinking a user **does not delete** any past decisions they made on your behalf, all records remain securely within your organisation's account.

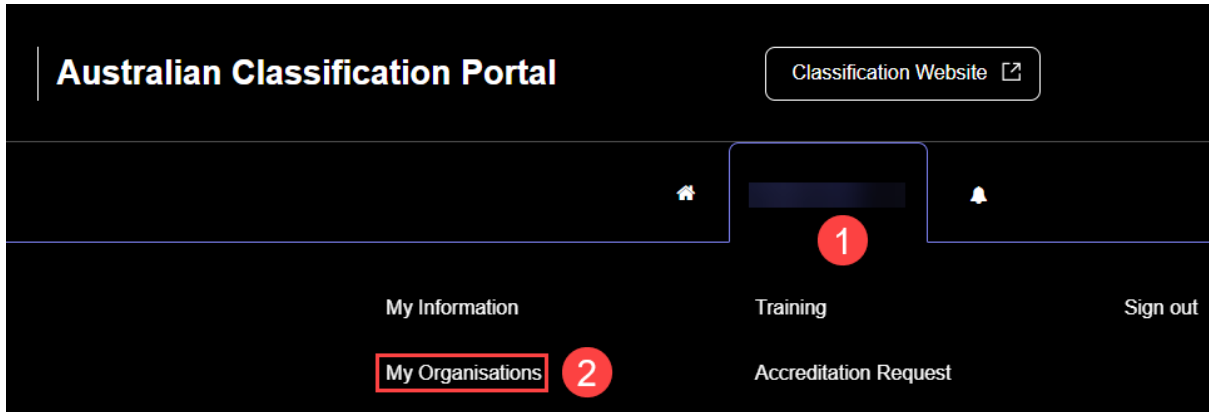
This user guide is for unlinking individuals from your organisation.

Unlinking individuals from your organisation

Please note this process can only be actioned by Administrators of an organisation in the Classification Portal (Portal) at classificationportal.classification.gov.au.



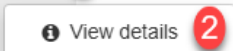
Unlinking individuals from an organisation

1. Log into the Portal website.
2. Select your name then **My Organisations**.



3. On the 'Manage Organisations' page, select the arrow next to your organisation then **View Details**.



Organisation ↓	ABN	Role	Contact Types	Status	Balance
		Administrator	Primary Contact / Manager	Active	

4. On the 'Manage Users' page, there is a list of individuals linked to your organisation

[Your Dashboard](#) > [Profile Management](#) > [Representing Organisa...](#) > [Manage Organisation](#) > [Manage Users](#)

Manage Users

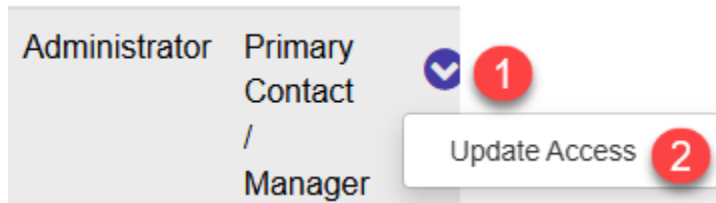
[Contact Information](#)
[Manage Users](#)
[Finance & Accounting](#)
[Add Funds To Organisation](#)

Users of this Organisation

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Status	First Name	Last Name	Contact Email	Role	Contact Types
Active				Administrator	Primary Contact / Manager
Active				Administrator	Primary Contact

5. To remove an individual from your organisation, select the arrow next to the individual, then **Update Access**.



6. On the 'Update user' page, you can unlink an individual from your organisation by selecting **Remove Access** from the bottom of this page.

Update User

Email

Mobile Phone

Provide a telephone number

Company

☒ Finance

☒ Administrator

☒ AC Manager

☒ Accredited Classifier

Select User Contact Types

This information is used only if we need to contact your organisation. If appropriate, please nominate if this account is a contact point.

Select all that apply:

☒ Manager

☒ Primary Contact

☒ Secondary Contact

Cancel Remove Access > Save Changes >

7. You will be taken back to the 'Manage Users' page, and a message will appear as:



Users of this Organisation