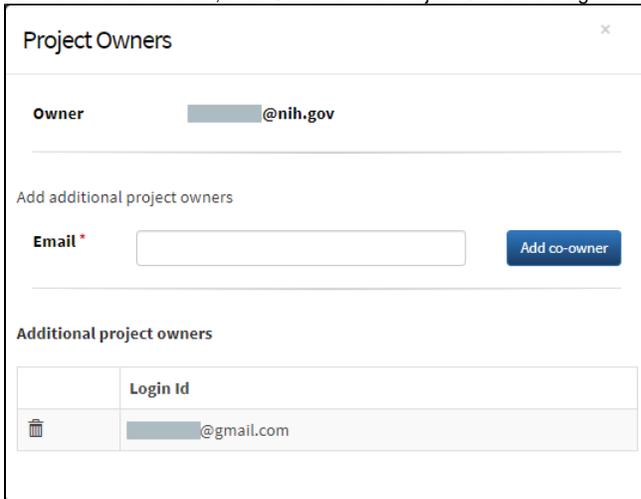


Removing an Owner from Your Folder

1. Log in to the CSSI DCC Portal, as described in [Logging In to the CSSI DCC Portal](#).
2. Select **Investigations > Upload**. The Upload ISA Archives page appears.
3. For the folder of interest, click **Owners**. The Project Owners dialog box appears. (The terms *folder* and *project* are synonyms.)



Project Owners ✕

Owner [redacted]@nih.gov

Add additional project owners

Email * Add co-owner

Additional project owners

	Login Id
	[redacted]@gmail.com

4. In the list of owners, click the trash can icon next to the login ID of the user you want to remove. A message appears, prompting you to confirm the deletion.
5. Click **OK**. The system removes the login ID from the list. The system sends to each owner of the folder an email notification with "CSSI DCC Portal: project owner deleted" as the subject line. (The removed user does not receive this notification.)