


Edit a User Account

You can edit a user's available details to update personal and system-related information.

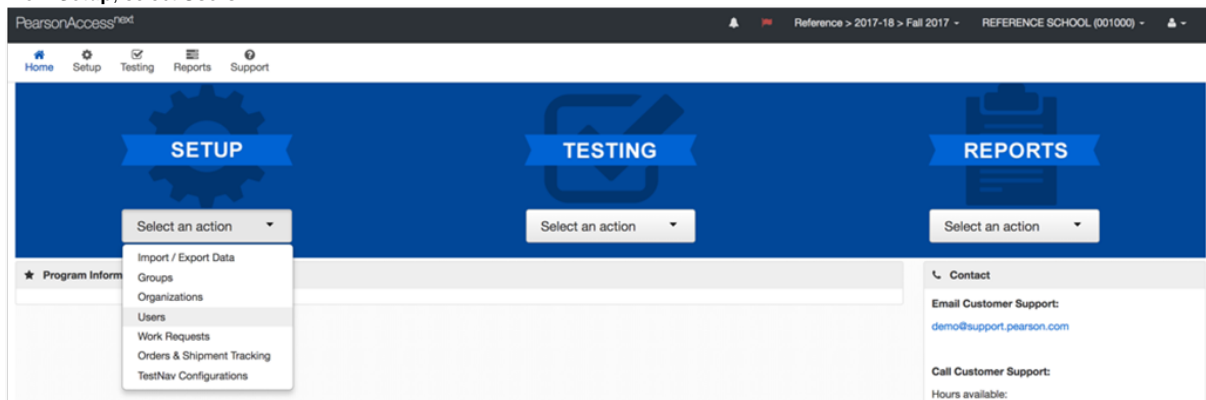
 Feature availability varies by program and role.

Prerequisites

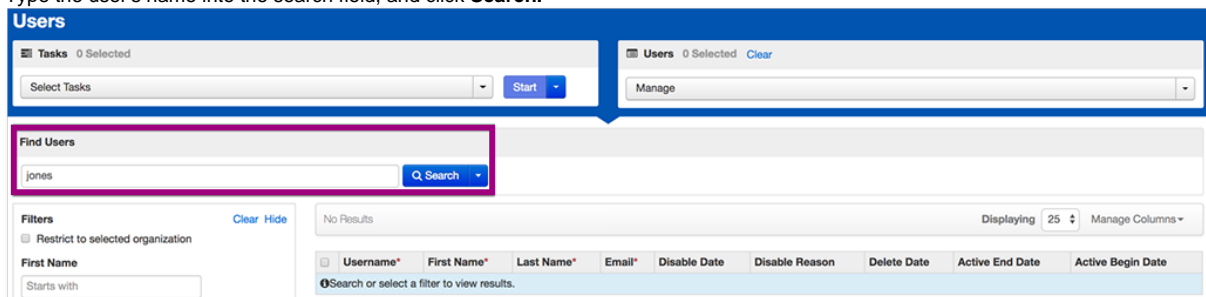
A user must exist in the system prior to updating his or her details.

Step-by-Step

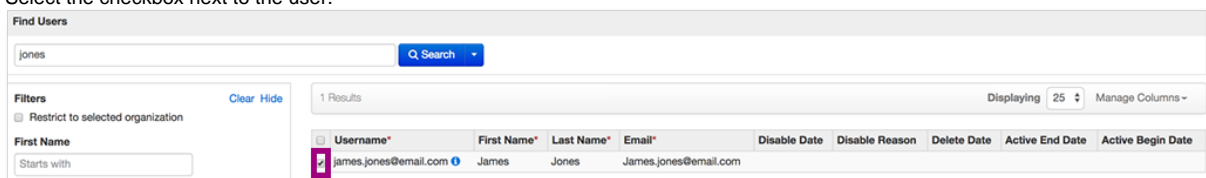
1. From **Setup**, select **Users**.



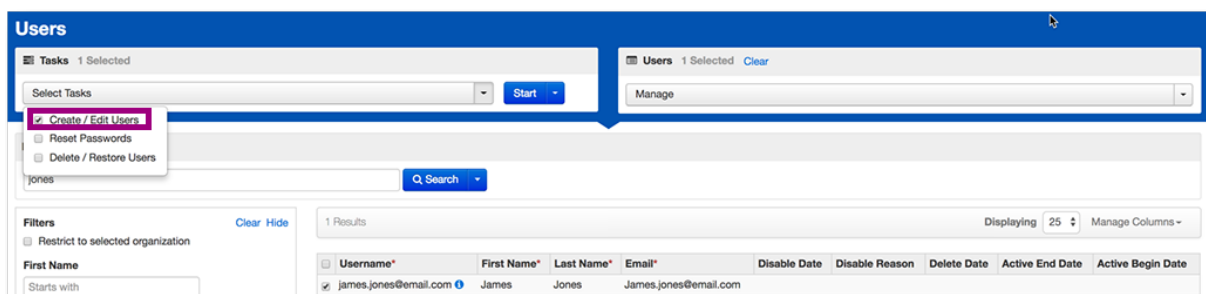
2. Type the user's name into the search field, and click **Search**.



3. Select the checkbox next to the user.



4. Click **Select Tasks**, select **Create / Edit Users**, and click **Start**.



5. Type/Select the user information.

Create / Edit Users

USERS (1)

Create Users

james.jones@email.com

DETAILS

james.jones@email.com

Save

Reset

Show User Details

Show Audit Trail

Selected Organizations*

DEMO DISTRICT 1 (010000)

Selected Roles*

11 - Proctor

Account

Enabled

First Name*

James

Active Begin Date

Last Name*

Jones

Active End Date

Email*

James.jones@email.com

Delete Date

Username*

james.jones@email.com

* Required

Save

Reset

6. Click **Save**.

Create / Edit Users

USERS (1)

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james.jones@email.com

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DEMO DISTRICT 1 (010000)

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11 - Proctor

Account

Enabled

First Name*

James

Active Begin Date

Last Name*

Jones

Active End Date

Email*

James.jones@email.com

Delete Date

Username*

james.jones@email.com

* Required

Save

Reset

Effects

- **Show User Details** to view more detailed information about the user.
- **Show Audit Trail** to see when changes were made to a user account and who made them.
- The information icon next to the user account name to view more details.

<input type="checkbox"/> Username*	First Name*	Last Name*	Email*	Disable Date	Disable Reason
<input type="checkbox"/> User_Name_01 ⓘ	First_Name	Last_Name	First.Last_@domain.com		