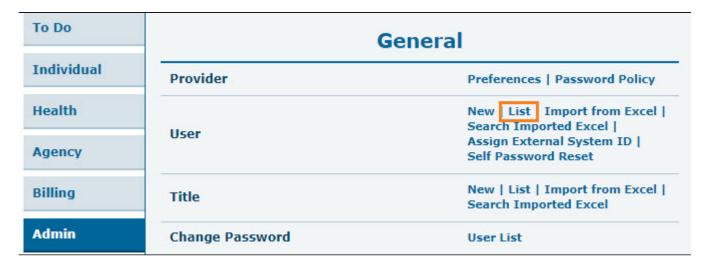


Update User Information

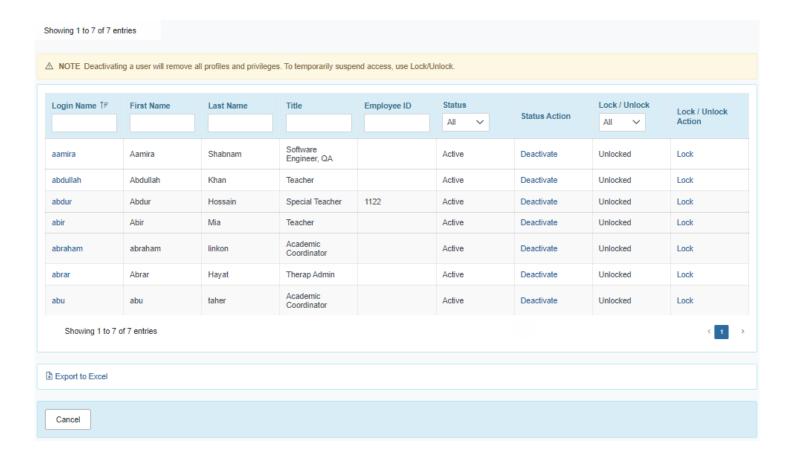
Users assigned with the **User Administrative** Role will be able to view or edit user information.

1. Click on the **List** link beside the **User** option on the Admin tab.



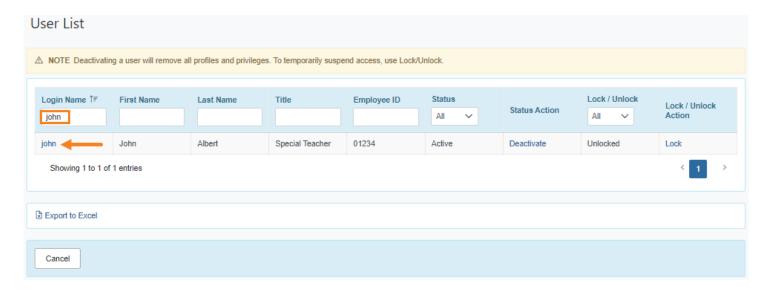
2. Select the **user** from the **User List** page.





3. Search options are also available to find a **user** by filling out any of the blank fields Login Name, First Name etc.



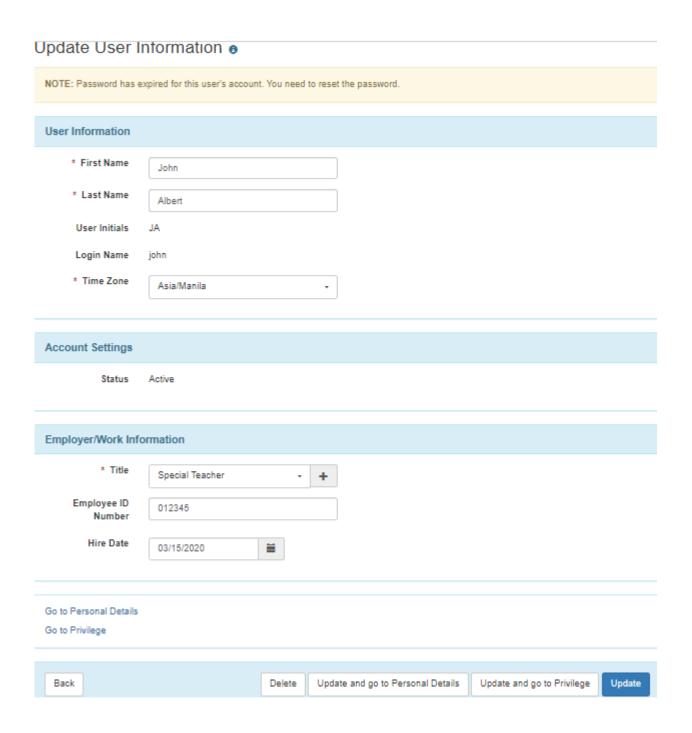


Click on the **Login Name** of the **user** to view the information.

4. On the **Update User Information** page, the user's account and employer information fields will be editable.

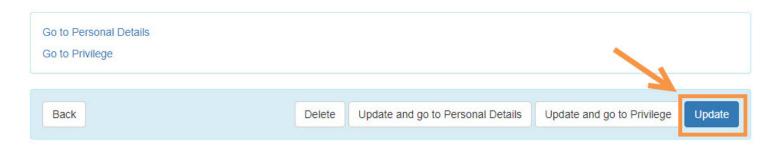
Note: Users will not be able to edit **User Initials, Login Name, Status** and **Self Enroll Account** fields.





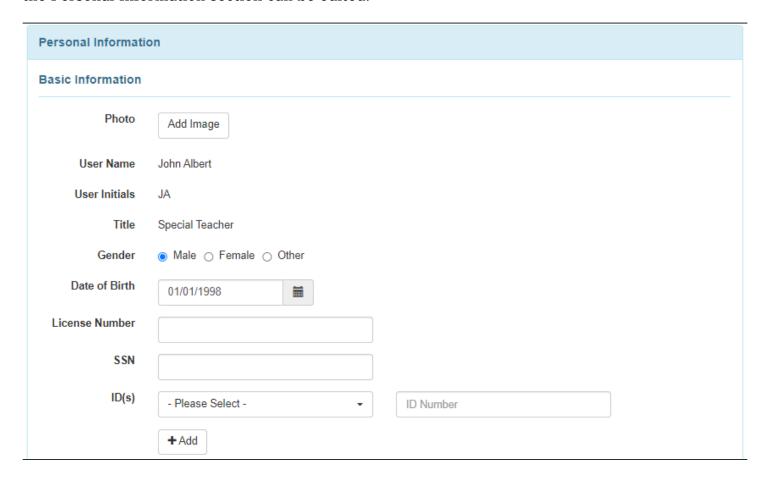
5. Click on the **Go To Personal Details** link or the **Update and go to Personal Details** button (if changes were made) to switch to the user's **Personal Details** page.





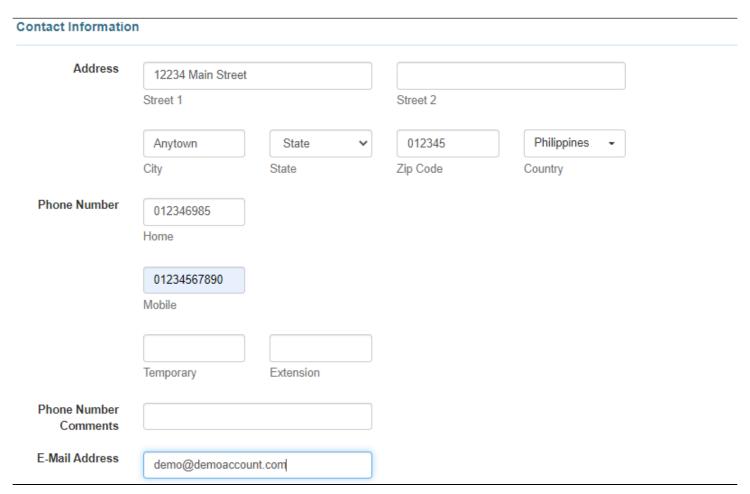
Or if all the necessary information is already updated, click on the **Update** button.

6. On the **Personal Details** page of the **user**, a user's personal details and other contact details in the Personal Information section can be edited.





Under the Contact Information section, Address, Phone Number, Phone Number Comments, E-Mail Address can be edited.

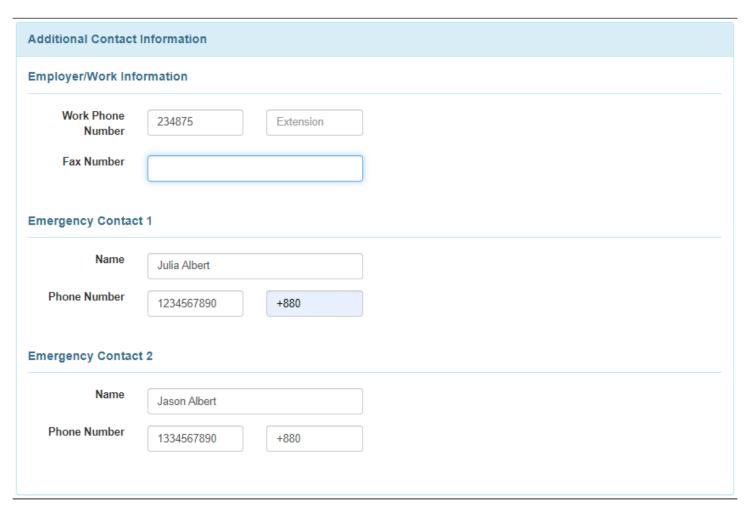


In the **Preferences** section, **Time Zone** can be changed if needed.





In the Additional Contact Information section, Employer/Work Information, Emergency Contact 1, Emergency Contact 2 can be edited.



The fields under the **EVV** section can also be edited if applicable for the organization





7. After updating the user's information, click on the **Update** button to save the changes.



8. After clicking on the **Update** button a successfully updated message will be displayed.

