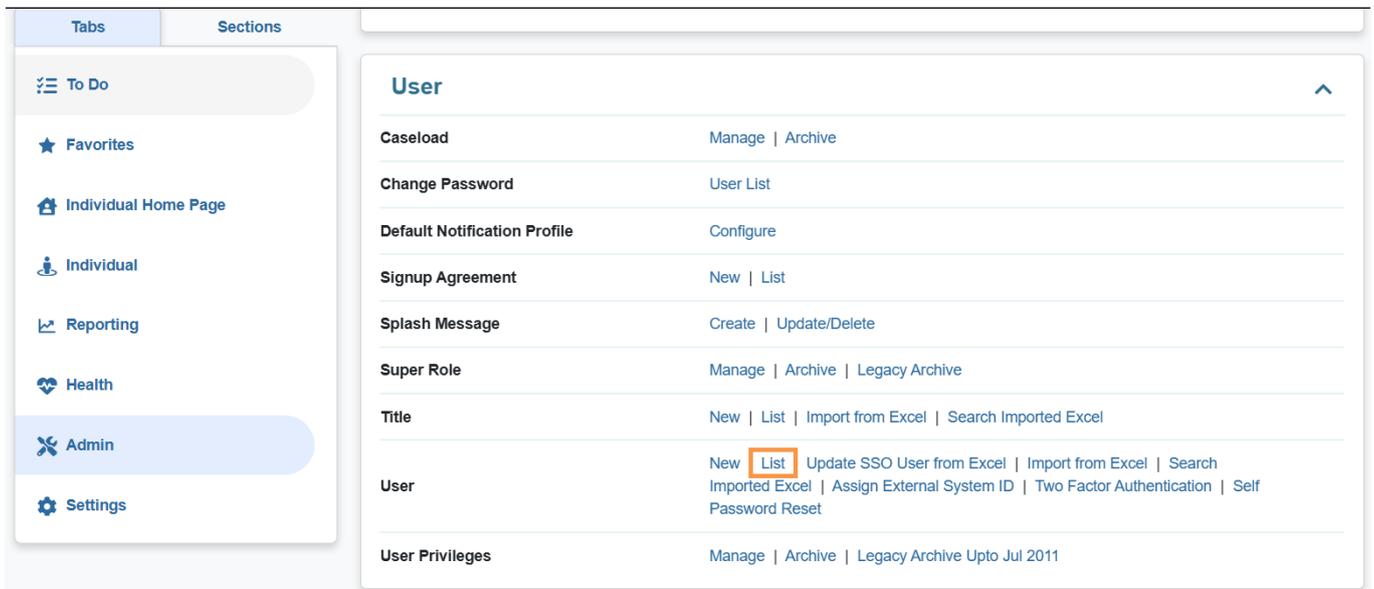# Update User Information

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.

⚠ NOTE Deactivating a user will remove all profiles and privileges. To temporarily suspend access, use Lock/Unlock.

Login Name ↑⸠	First Name	Last Name	Title	Employee ID	Status	Status Action	Lock / Unlock	Lock / Unlock Action
					All ⌄		All ⌄	
aamira	Aamira	Shabnam	Software Engineer, QA		Active	Deactivate	Unlocked	Lock
abdullah	Abdullah	Khan	Teacher		Active	Deactivate	Unlocked	Lock
abdur	Abdur	Hossain	Special Teacher	1122	Active	Deactivate	Unlocked	Lock
abir	Abir	Mia	Teacher		Active	Deactivate	Unlocked	Lock
abraham	abraham	linkon	Academic Coordinator		Active	Deactivate	Unlocked	Lock
abrar	Abrar	Hayat	Therap Admin		Active	Deactivate	Unlocked	Lock
abu	abu	taher	Academic Coordinator		Active	Deactivate	Unlocked	Lock

Showing 1 to 7 of 7 entries

‹ 1 ›

📄 Export to Excel

Cancel

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

User List

⚠ NOTE Deactivating a user will remove all profiles and privileges. To temporarily suspend access, use Lock/Unlock.

Login Name ↑⸠	First Name	Last Name	Title	Employee ID	Status	Status Action	Lock / Unlock	Lock / Unlock Action
john					All ⌄		All ⌄	
john ←	John	Albert	Special Teacher	01234	Active	Deactivate	Unlocked	Lock

Showing 1 to 1 of 1 entries

‹ 1 ›

📄 Export to Excel

Cancel

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.
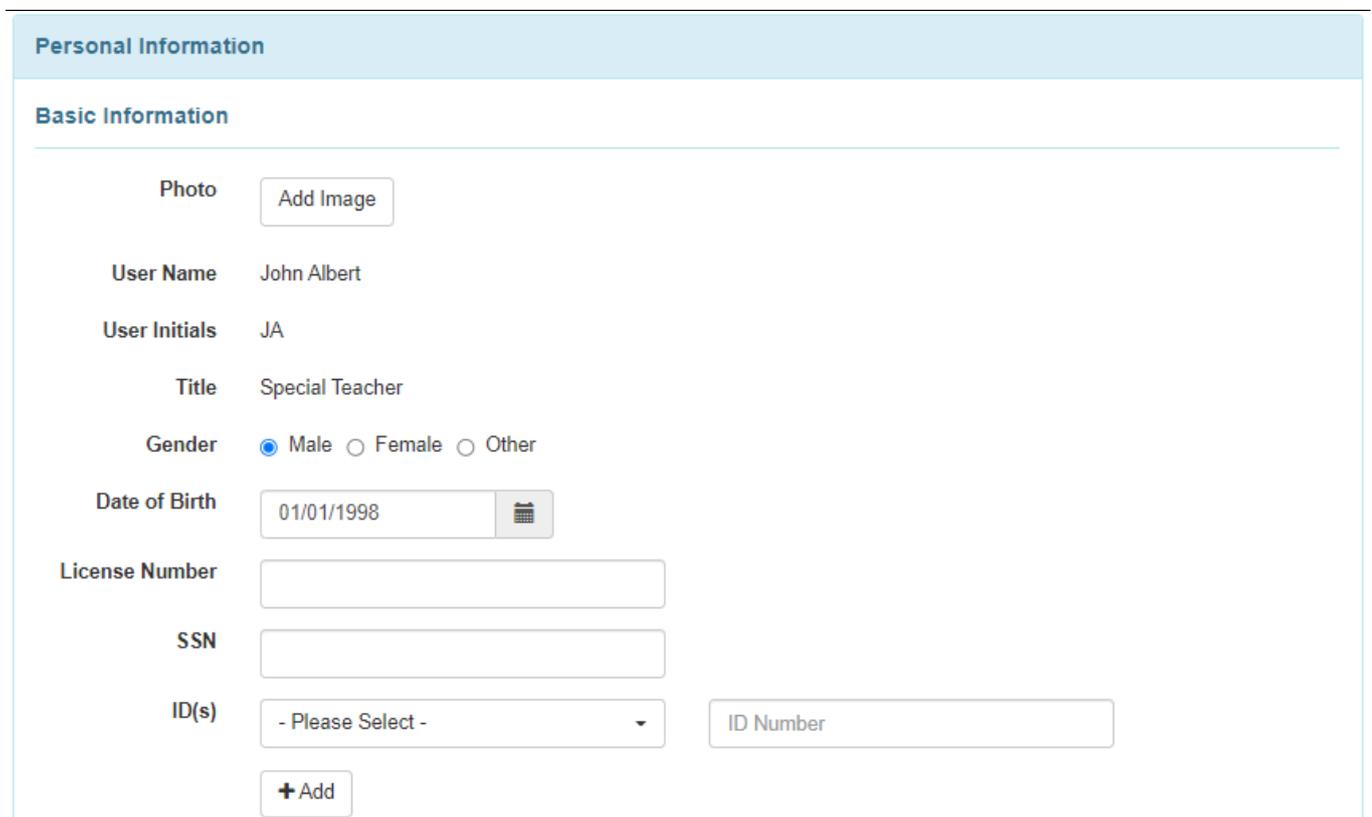

Or if all the necessary information is already updated, click on the **Update** button.

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.