



# Overview of User Management

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User Management allows you to search for and add users. You can also edit user data (Name, Email, Grade, etc.).

**NOTE:** *Changes can take up to three hours to become effective. This includes adding new users to your account.*

## Search for a User

1. From the **Dashboard**, select **Manage Users**.
2. To locate a specific user, complete as many filters as possible. This will help limit your search results and prevent you from scrolling through long lists.

Filters include the following:

- a. License
  - b. User Role (All, Users, Staff)
  - c. Username (if you know it)
  - d. First and Last Name
  - e. Grade
3. Filters are active. The search begins as soon as you type. Optionally, you can press Enter after typing in a filter box.

## Edit a User's Information

1. Locate the desired user.
2. Under the Actions column, select **Edit**.
3. Make the necessary changes.
4. Select **Update** to save your changes. *It can take up to three hours for changes to be effective.*

## Search for a Group

1. Sort by **My Groups** or **Shared Groups**.
2. Click on **Group: None** to open the drop-down selector.
3. Select the desired group from the list.
4. Click on **Group: None** to close the drop-down.
5. The search is executed as soon as you select a group.

## Add a User

1. Select **Add User**.
2. Complete all required fields and any additional fields as needed.
  - a. Required fields are First and Last Name, Email, Username, Password, Main License, and User Role. All other fields are optional.
3. Select **Create**.
4. You will get a confirmation message. *It can take up to three hours for changes to be effective.*

5. Select **Back** to return to the **User Management** page.

