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.