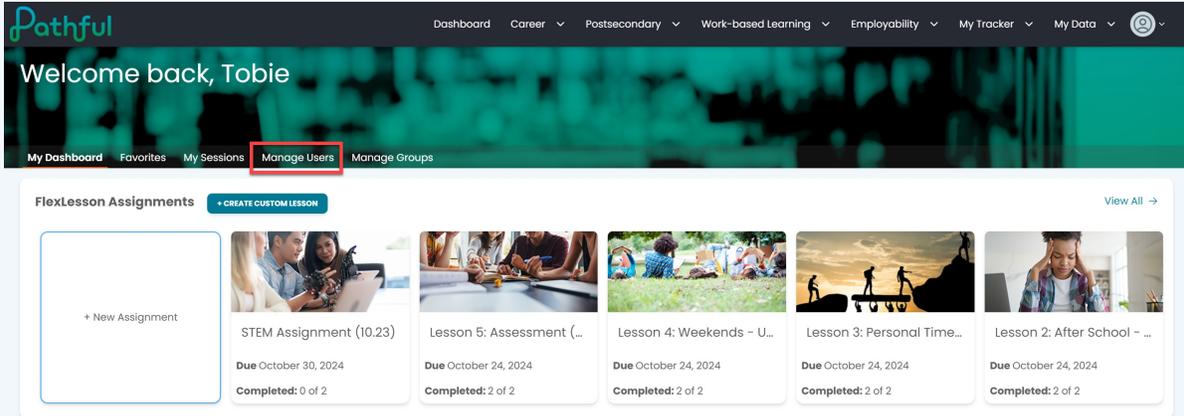


Edit a User's Information

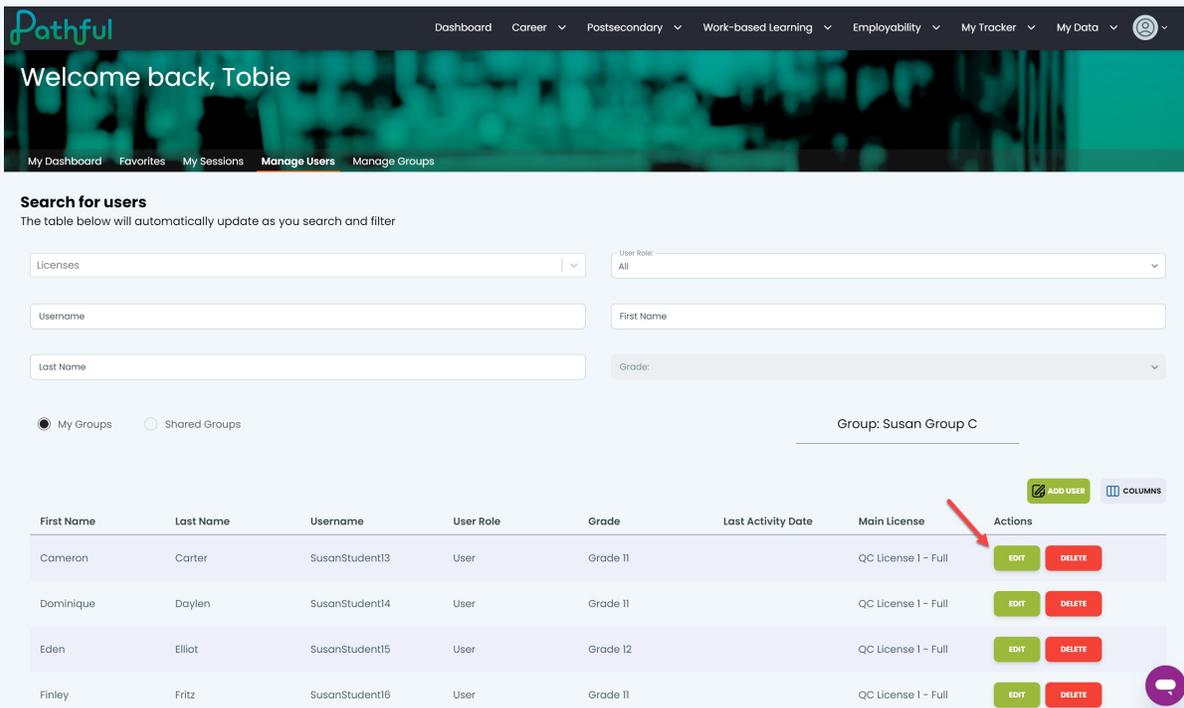
Last Modified on 10/24/2024 8:21 am EDT

1. From your **Dashboard**, select **Manage Users**.



The screenshot shows the Pathful dashboard with the 'Manage Users' tab highlighted in red. The dashboard includes a navigation bar with 'Dashboard', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', 'My Tracker', and 'My Data'. Below the navigation bar, there is a 'Welcome back, Tobie' message and a 'Manage Users' tab. The main content area displays 'FlexLesson Assignments' with a '+ CREATE CUSTOM LESSON' button and a 'View All' link. There are five assignment cards, each with a title, due date, and completion status.

2. Locate the desired user using the filters. Filters are active, and begin to search as you are typing. Optionally, you can press enter.
3. Under the Actions column, select **Edit**.



The screenshot shows the Pathful 'Manage Users' page. It features a search bar with filters for 'Licenses', 'User Role', 'Username', 'First Name', 'Last Name', and 'Grade'. Below the search bar, there are radio buttons for 'My Groups' and 'Shared Groups', and a 'Group: Susan Group C' dropdown. A table of users is displayed with columns for 'First Name', 'Last Name', 'Username', 'User Role', 'Grade', 'Last Activity Date', 'Main License', and 'Actions'. The 'Actions' column contains 'EDIT' and 'DELETE' buttons. A red arrow points to the 'EDIT' button for the user Cameron Carter.

First Name	Last Name	Username	User Role	Grade	Last Activity Date	Main License	Actions
Cameron	Carter	SusanStudent13	User	Grade 11		QC License 1 - Full	EDIT DELETE
Dominique	Daylen	SusanStudent14	User	Grade 11		QC License 1 - Full	EDIT DELETE
Eden	Elliot	SusanStudent15	User	Grade 12		QC License 1 - Full	EDIT DELETE
Finley	Fritz	SusanStudent16	User	Grade 11		QC License 1 - Full	EDIT DELETE

4. Make the necessary changes.
5. Select **Update** to save your changes. *It can take up to three hours for changes to be effective.*

Welcome back, Tobie

My Dashboard Favorites My Sessions Manage Users Manage Groups

To edit User Account information, utilize the text fields below. For privacy reasons, passwords cannot be viewed, they can however be changed.

First Name	<input type="text" value="Cameron"/>
Last Name	<input type="text" value="Carter"/>
User Role	<input type="text" value="User"/>
Email	<input type="text"/>
Username	<input type="text" value="SusanStudent13"/>
Password	<input type="password"/>
All Licenses	<input type="text" value="QC License 1 - Full"/>
Main License	<input type="text" value="QC License 1 - Full"/>
Grade	<input type="text" value="Grade II"/>
Unique Identifier	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>

