



Edit a User's Information

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1. From your **Dashboard**, select **Manage Users**.
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**.
4. Make the necessary changes.
5. Select **Update** to save your changes. *It can take up to three hours for changes to be effective.*

