

6.2.3.2 Edit User Information

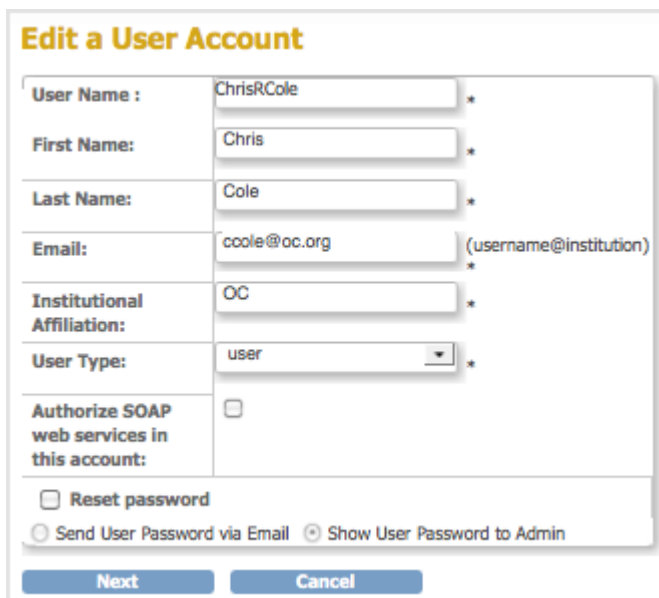
You can edit the following information about a user from the Administration module:

- First and Last Name
- Email address
- Institutional Affiliation
- User Type
- SOAP web services authorization
- User password (reset it to a new, temporary password)

For more about the terms and values, see [About User Information in the Administration Module](#).

To edit the information:

1. From the Tasks menu, in the Administration module, select Users.
The Administer Users page opens.
2. For the user whose information you want to edit, click the Edit icon in the main (first) row of the Actions column (not the Edit icon in any of the following rows for that user).
The Edit a User Account page opens.



Edit a User Account

User Name :	ChrisRCole *
First Name:	Chris *
Last Name:	Cole *
Email:	ccole@oc.org (username@institution) *
Institutional Affiliation:	OC *
User Type:	user *
Authorize SOAP web services in this account:	<input type="checkbox"/>
<input type="checkbox"/> Reset password	
<input type="radio"/> Send User Password via Email <input checked="" type="radio"/> Show User Password to Admin	
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

3. Change the available values and options (User Name cannot be edited). For details, see [About User Information](#).
4. Click Next.
The Edit a User Account - Confirmation Screen opens.
5. Verify that the information is correct, then click Confirm.
The Administer Users page opens, and the Alerts and Messages sidebar panel reports the status of the user information update as successful or not.

Approved for publication by Cal Collins. Signed on 2016-04-27 8:06AM

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