

[Show](#)

Security: Change User Information

[Previous](#) | [Next](#)

Note: To edit any user account information, permission to View Users must be checked.

User account information consists of the following:

- User Info Tab
- User Name
- First Name
- Last Name
- Phone Numbers
- Email Address
- Password
- Address Tab
- Company Name
- Address
- Notes Tab
- Administrative Notes (These notes will not display to the user)

To change the User Account information you must be a Global Admin or have the following privileges:

- View Users
 - Edit Users (Note: This is only permission to edit the user account Information shown above. This right does not allow this administrative user to edit rights or roles for user accounts)
1. Log in to the Desktop application with administrative privileges.
 2. Under the Admin tab, click User Accounts.
 3. Highlight the appropriate user.
 4. Click the Change button.
 5. Make any necessary changes under the Info, Address, or Notes tab.
 6. Click OK to save your changes.