

1 Click the **Admin** menu.

Library- Nutrition Management- Reports- **Admin-** Help-

2 Select the account type to edit.

User Credentials
External Accounts
Internal Accounts

3 Use **Search** to find an account or sort accounts by clicking column headers.

Search:

Add New User

	Organization	Organization ID	First Name
Edit	Tom
Edit	Tom
Edit	Ker
Edit	T
Edit	T

4 Click the **Edit** button to edit an account.

5 You can also use the numbers and arrows to navigate to accounts.

6 You can edit information in any of the fields that are not grayed out.

Email: *
First Name: * Tom
Last Name: * Smith
Login ID: tsmith10
Phone:
Job Title:

You cannot edit the Login ID field

7 Edit **User Status** to Active, Inactive, and Force Password Reset.

User Status: Active
Roles: *
Available Roles
ORG User Access Manager
ORG Application
ORG Claims
ORG Compliance
ORG ELMS
Assigned
ORG View Only

8 Select a **role** and use the **arrows** to assign/unassign the role. Multiple roles can be assigned.



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Modified Date and Time:

10/9/2024 9:48:16 AM

Comments:

Enter comments here...

* Required fields

Save User Information

Click the **Save User Information** button to save any changes you have made.



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