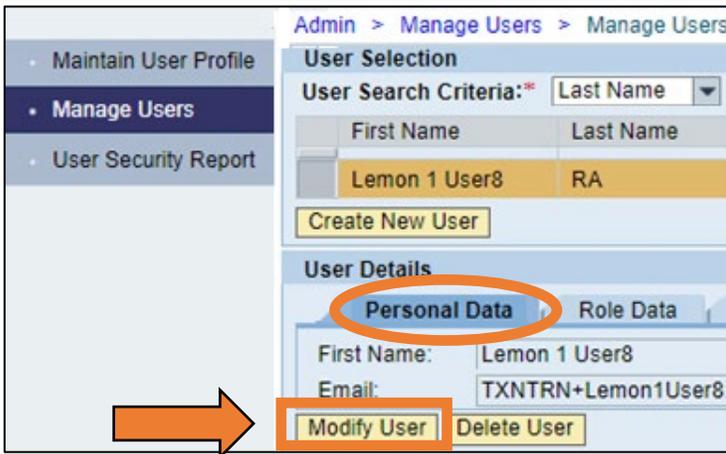# Resend WBSCM Registration Email

User Administrators will use this procedure to correct the email address and resend the WBSCM "Action Required" registration email for a new user who did not receive the registration email.

1 Correct User Email Address

1	In WBSCM, select "**Admin"** tab.
2	Select **"Manage Users"** on the left.
3	In **"User Selection"**, click an existing user.
4	**"User Details"** panel appears with "**Personal Data**" tab displayed.
5	In "**Personal Data"** click "**Modify User**".
6	Enter the correct email address.
7	Click **"Save"**.

2 Resend Registration Email

1	Click on "**Admin Data"** tab.
2	Click on "**Resend New User Email**".

Continue to Column 2:
Resend Registration Email
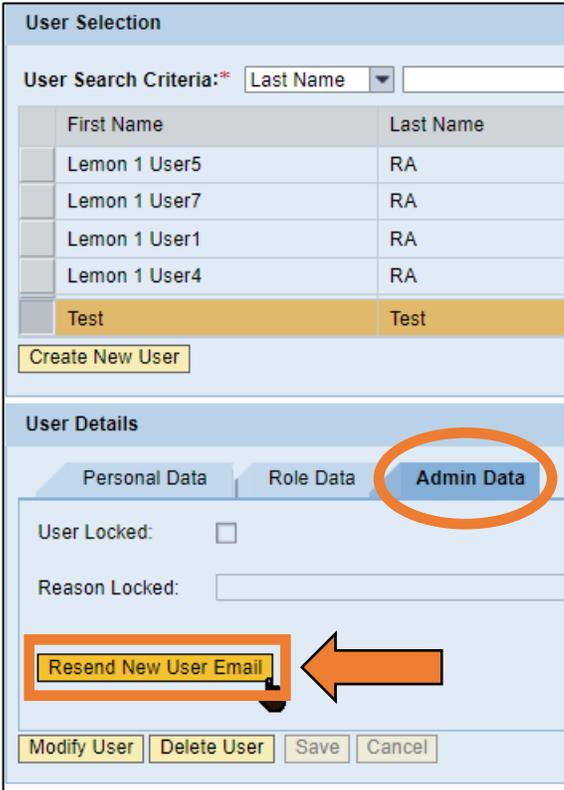
Done!
Contact your ESC for technical assistance