

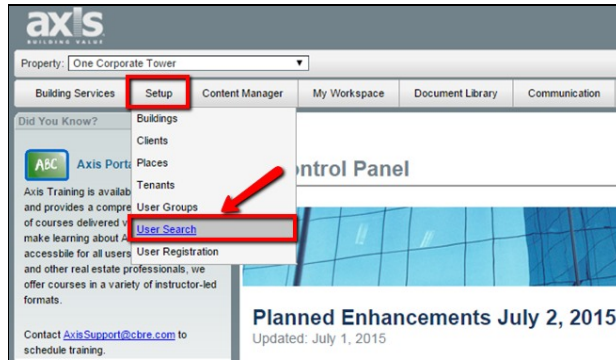




# Updating a User

## Updating a User:

1. Go to **Control Panel > Setup > User Search**.



2. Enter the user's information and click **Search**.



3. Click on **Edit** for the user's profile.



4. Update the desired information and click on **Save** or **Save & Notify** to send the user an automatic email letting them know their account has been updated.

