

Edit a User

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Administrators with appropriate rights can edit users for the regions and resources they administer. Editing a user's account may change their ability to access and/or receive information about resources, especially when changing their roles and rights. For more information about users and components of user accounts, go to the article [About Users](#).

Please be aware of the following as you create and maintain user accounts:

- **Usernames** must be unique.
- The **Default View** is the first page a user sees when they log in to EMResource, and it is the first option in the **View** menu.
- New users are assigned your region's [default role](#), and by default, they have viewing rights for every resource that is included in the **Region Default** view.
- In the Resource Rights section, you can search for specific resources using the filter options at the top of the section.
- In the Resource Rights section, granting the **View** right means that, by default, the user can view the resource's status types according to the user's assigned roles. To change the user's access to status types, click **Refine** and select or clear the check boxes as appropriate.

Tip: If you want the contact to have access to EMResource, you must enable their account by providing a username, login email, and phone number. Then, the person must activate their account. For more information, go to [Activate Your Account](#).

To edit a user

1. In the main menu, click **Setup** and then click **Users**. The *Users List* opens.
2. As necessary, use the filters and/or search to locate the user you want to edit.
3. On the user's row, click the person's **Full Name**. The *View User* page opens.
4. At the top, click **Edit**. The *Edit User* page opens.
5. In the *Login Credentials* section, enter or edit this information.

Field	Description
Active	Status of the user account. A selected checkbox indicates the account is active and a cleared checkbox indicates the account has been deactivated.
Login Email	Email address used to log in. After creating a login email, you need to use this instead of your username to log in to EMResource.

6. In the *User Profile* section, enter or edit this information.

Field	Description
Full Name	First and last name of the user as it will appear in the solution. For example, Alex Smith.
First Name, Middle Name, Last Name	First, middle, and last name of the user.
Organization	Organization the user belongs to.
Administrative Comments	Comments from the administrator adding or editing the user profile.

7. In the *Contact Information* section, click **+ Contact Method** and select **Email**, **Text**, **Pager**, and/or **Voice** from the list to enter the corresponding addresses and numbers.
8. As necessary, in the *Roles and Rights* section, take these actions.
 - a. In the **Assigned Roles** section, select the role or roles (with associated rights) that you want the user to have.
 - b. If you want the user to be a [resource administrator](#), in the **Select Roles to Administer** section, select the role or roles this user can manage. This option works in conjunction with **Administer Users** in the Resource Rights section.
9. In the *Views* section, enter or edit this information.

Field	Description
Views in This Region	Regional views this user can access.
Other Region Views	Views of other regions this user can access (these are read-only views).

10. In the *Resource Rights* section, use the filters to find specific resources.
11. As appropriate, select or clear the check boxes to allow the [user access to resources](#).
 - **View**, allows the user to see resources, as well as their statuses and updates, on Views and Dashboards.
 - **Associated**, identifies the user as a contact for the resource and sends them resource notifications.
 - **Update**, allows the user to update the resource status.
 - **Reports**, allows the user to generate and manage resource reports.
 - **Administer Users**, allows the user to create, edit, and otherwise manage users for the resource.

Note: This right is usually reserved for [resource administrators](#), and is used in conjunction with **User Can Assign Role** options specified in the User Type & Roles section.
12. Click **Save**.