Edit Users

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You can edit account details for the users you manage. You can manage the user's locations and/or roles from this page. Refer to Manage a User's Roles for details.

To edit a user account

1. On the upper right, click **System Settings**.
2. On the left, under *Users & Devices*, click **Users**. The *Users* page opens.
3. Locate the user you want to edit and, on that row, click the edit icon. The *User Administration - Update* window opens.
4. Add, edit, or update this information.

Field	Description
First Name, Middle Name, Last Name	User's name.
Organization	User's organization affiliation.
Time Zone	User's time zone.
Active	Indicates whether the user's account is active.
Work Phone, Mobile Phone, Text Pager, Email	User's contact information.
State, Level, License #, Authorized to Order Medication	User's healthcare provider information, such as the state, level (doctor, nurse, EMT), license number, and whether they are authorized to order medication.
PIN Access	Indicates whether the account has PIN access enabled; and if so, identifies the PIN.
Policy Statements Accepted	Policy statements the user accepted in order to have access to EMTrack. If your region is not using this feature, the table is blank.

5. At the bottom of the window, click **Audit**, **Filters**, **Dashboards**, **Manage Roles**, or **Change Password** to analyze or update this information for the user.
6. Click **Update**.