Editing Users

To edit user information, click a user name (email) on the Users tab. Fill in the user profile fields and then click **Save** to apply the changes.

← Edit User

Kate
User

📊 View Activity

General | Group Membership | Additional Permissions | Courses

Use this page to edit user information

Save

* Login: `Kate`

* Role: `User` ⌄

User can view content assigned to him.

* Email: `kate.black@gmail.com`

First Name: `Kate`

Last Name: `Black`

Country: `— Select country —` ⌄

Change Password
User will receive notification about password change

Active User: **On** ⬤
User never logged in

Make inactive: ⬤ Off
User will become inactive since a specified date

❌ **Delete User**
User will be permanently deleted from the account

On this page you can also:

Change user's password

- View user's activity report
- Delete a user
- Assign user roles
- Activate/Deactivate a user's account
- Allow a user to run reports