


# 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 👤

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**Kate**  
User

[View Activity](#)

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General | Group Membership | Additional Permissions | Courses

Use this page to edit user information Save

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* Login:	<input type="text" value="Kate"/>	<b>Change Password</b> User will receive notification about password change
* Role:	<input type="text" value="User"/> ▼ User can view content assigned to him.	Active User: <input checked="" type="checkbox"/> On User never logged in
* Email:	<input type="text" value="kate.black@gmail.com"/>	Make inactive: <input type="checkbox"/> Off User will become inactive since a specified date
First Name:	<input type="text" value="Kate"/>	<b>✖ Delete User</b> User will be permanently deleted from the account
Last Name:	<input type="text" value="Black"/>	
Country:	<input type="text" value="– Select country –"/> ▼	

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](#)