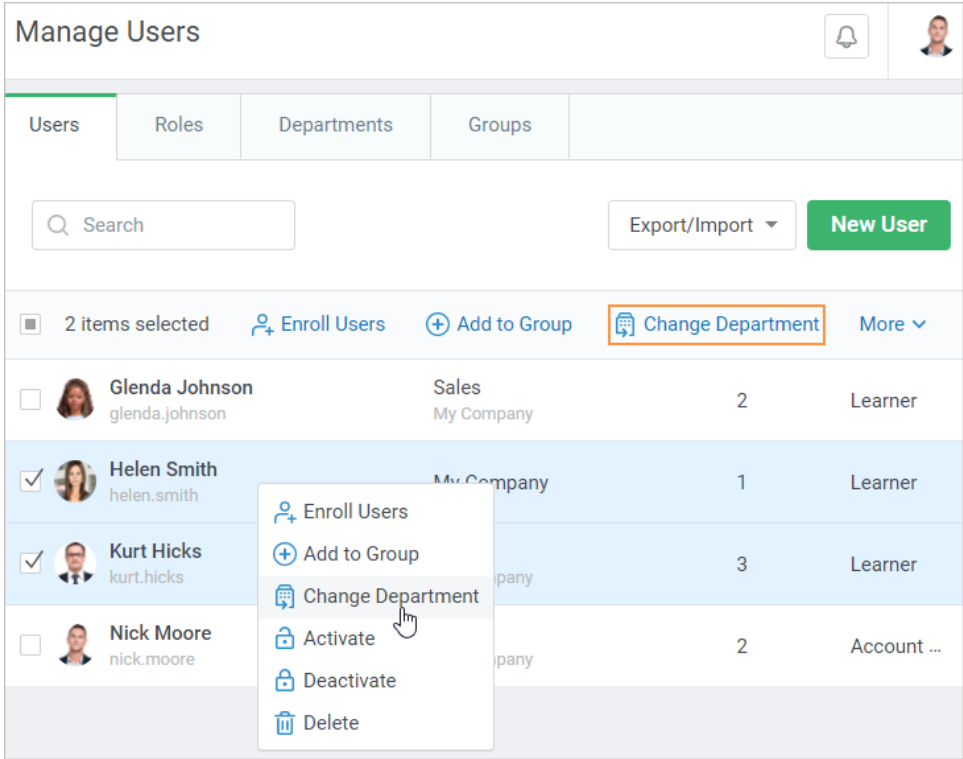


# Moving Users to Department

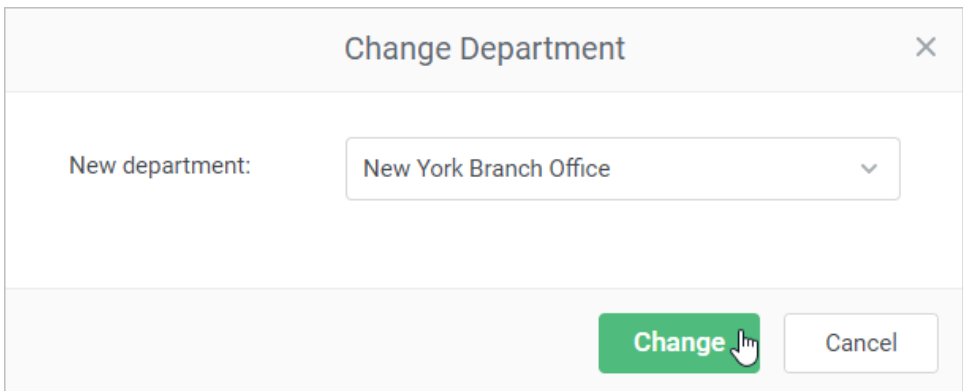
In iSpring Learn, a user may belong only to a single department. That's why sometimes you may want to move a user from one department to another.

To move a user to another department:

1. Open the **Users** section, select the **Users** tab and check a user or multiple users.
2. Click the **Change Department** link in the top menu or in the context menu which appears after you right-click on a user's name.



3. In the **Change Department** window, select a new department and hit the **Change** button.



4. The selected user or multiple users will be transferred to the specified department.

Another way to move a user to a different department is on the **Edit user** page.

1. Go to the **Users** section and click the user's name.
2. Then, open the **Departments** menu and select a new department.

3. Finally, click **Save**.

Personal Information	Group Memberships	Access Level	More ▾
General user information			<b>Save</b>
* Login:	<input type="text" value="helen.smith"/>	<a href="#">Change Password</a> The user will receive a password change notification	
* Email:	<input type="text" value="helensmithspring@gmail."/>	User is Active: <input checked="" type="checkbox"/>	
First Name:	<input type="text" value="Helen"/>	Last login was on Jul 23, 2019, 5:42:03 PM UTC	
Last Name:	<input type="text" value="Smith"/>	<b>✖ Delete User</b> This user will be permanently deleted from the account	
Job Title:	<input type="text" value="Sales Manager"/>		
Country:	<input style="border-bottom: 1px solid #ccc;" type="text" value="United States"/>		
* Department:	<div style="border: 1px solid #ccc; padding: 5px;"><input style="width: 100%;" type="text" value="My Company"/> <input style="width: 90%;" type="text" value="Search..."/><ul style="list-style-type: none"><li>▾ My Company ✓ </li><li>• Accountin...</li><li>• Customer...</li><li>• Customer...</li><li>• Marketing...</li><li>&gt; Marketing...</li></ul></div>		