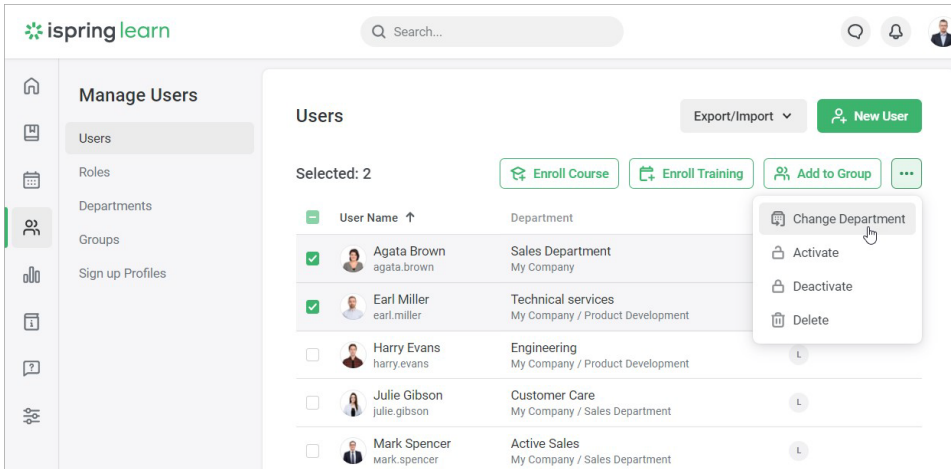


Moving Users to Department

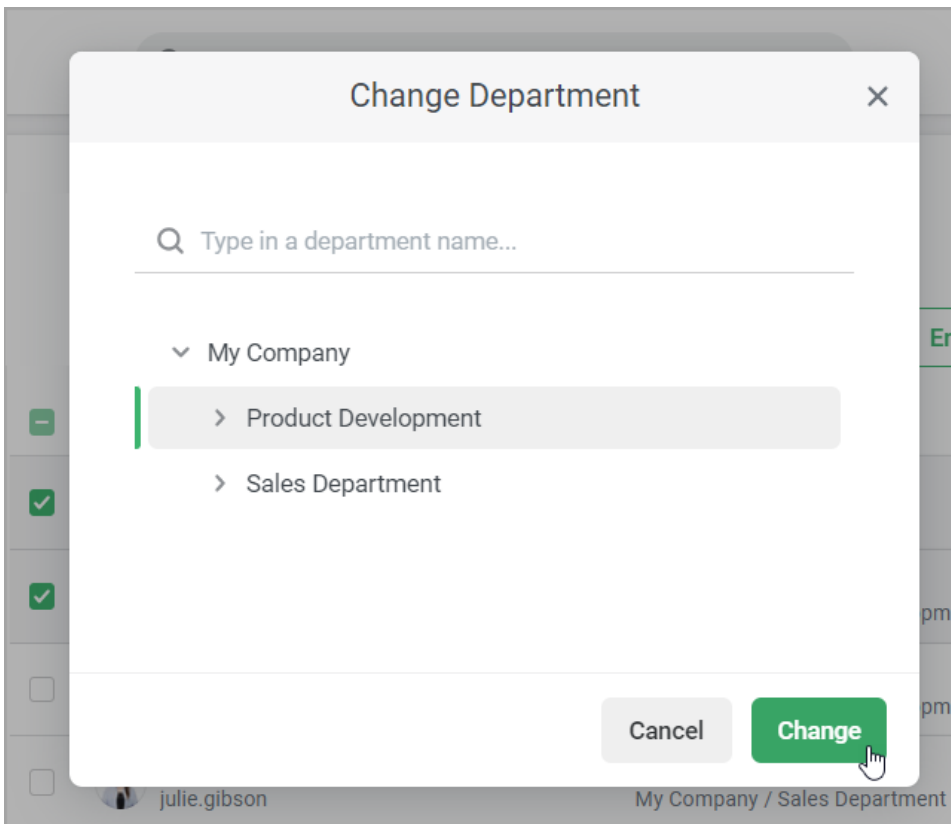
In iSpring Learn, a user may belong only to a single department. That's why sometimes you may want to move a user from one department to another.

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 **Change Department** 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 click **Change**.












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**.





First Name:

Agata

Last Name:

Brown

* Login:

agata.brown

* Email:

agata.brown

Phone:

+1 800 984 8549

Job Title:

Sales Manager

Country:

United States

* Department:

Sales Department

Search...

Q

My Company

Product Development

Sales Department


* Supervisor:


[Change Password](#)
The user will receive a password change notification

User is Active: ☒
User never logged in

Make inactive: ☒
User will be deactivated at 11:59 PM on the selected date

1/19/2022



 **Delete User**
This user will be permanently deleted from the account