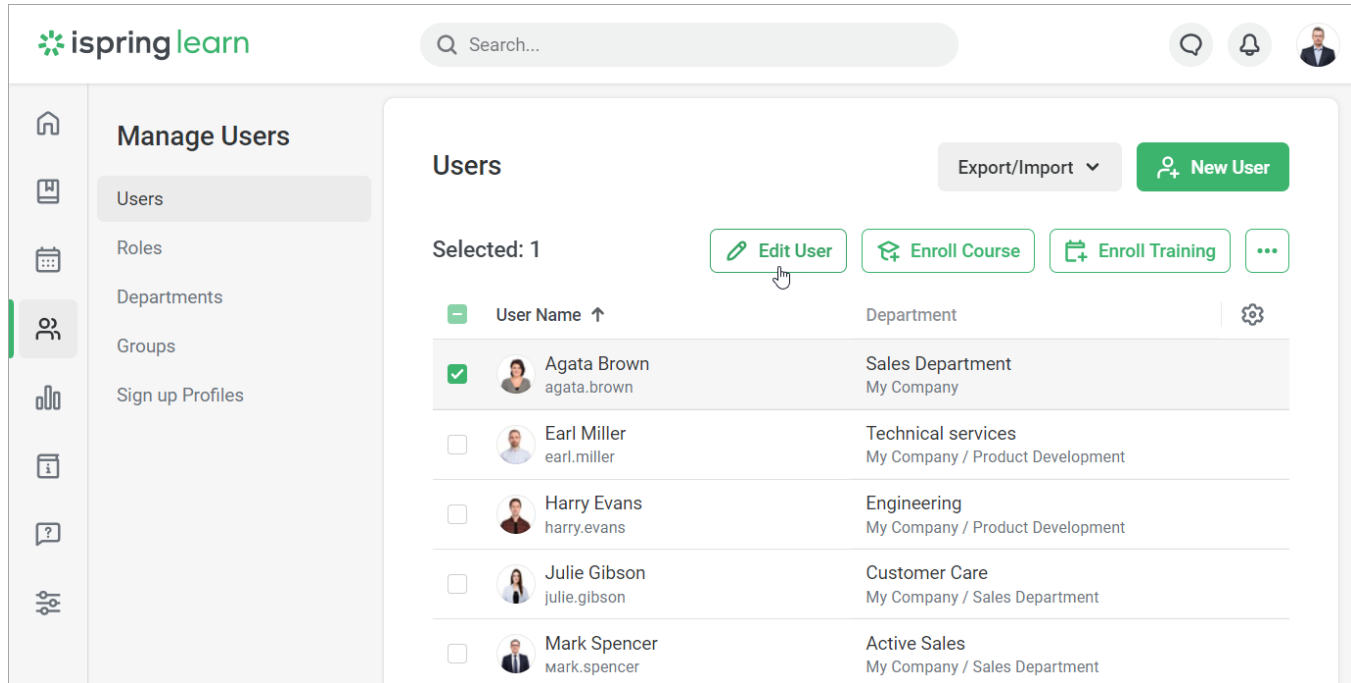


# Editing Users

On the **Edit user** page, the following actions are available:

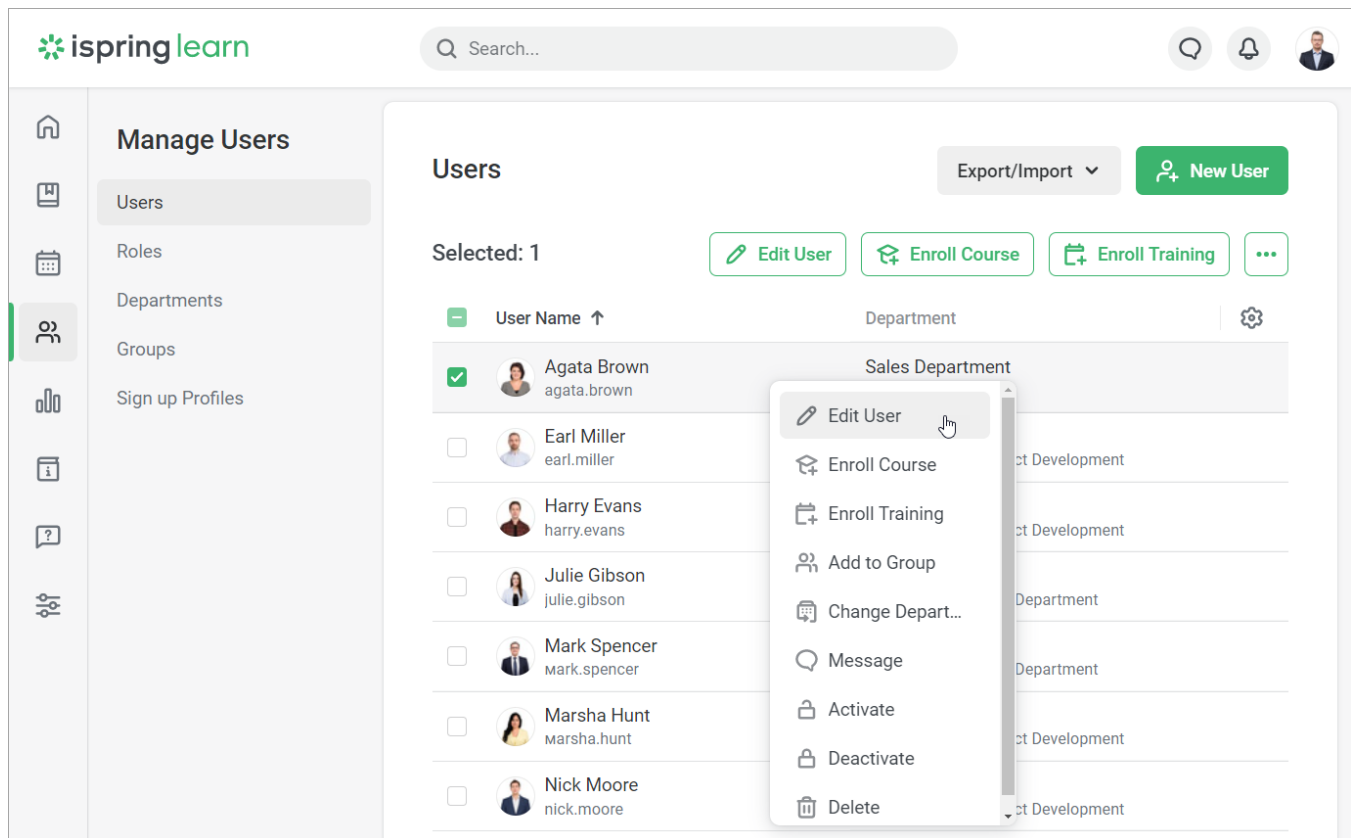
To proceed to the **Edit User** page, click on the user's name in the list.



The screenshot shows the 'ispring learn' interface. On the left is a sidebar with 'Manage Users' and a list of options: Users, Roles, Departments, Groups, and Sign up Profiles. The main area is titled 'Users' and includes a search bar, 'Export/Import' dropdown, and a 'New User' button. Below this, a table lists users. The first user, 'Agata Brown', is selected (indicated by a green checkmark in the selection column). Above the table, buttons for 'Edit User', 'Enroll Course', 'Enroll Training', and a three-dot menu are visible. The 'Edit User' button is highlighted with a mouse cursor.

	User Name ↑	Department
<input checked="" type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company
<input type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department
<input type="checkbox"/>	Mark Spencer mark.spencer	Active Sales My Company / Sales Department

Or you can use the context menu. Just right-click on the user's name in the list and select **Edit User**.



This screenshot shows the same 'ispring learn' interface as the previous one, but with a context menu open over the 'Agata Brown' user. The menu contains options: 'Edit User', 'Enroll Course', 'Enroll Training', 'Add to Group', 'Change Depart...', 'Message', 'Activate', 'Deactivate', and 'Delete'. The 'Edit User' option is highlighted with a mouse cursor.

	User Name ↑	Department
<input checked="" type="checkbox"/>	Agata Brown agata.brown	Sales Department
<input type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department
<input type="checkbox"/>	Mark Spencer mark.spencer	Active Sales My Company / Sales Department
<input type="checkbox"/>	Marsha Hunt marsha.hunt	Technical services My Company / Product Development
<input type="checkbox"/>	Nick Moore nick.moore	Technical services My Company / Product Development