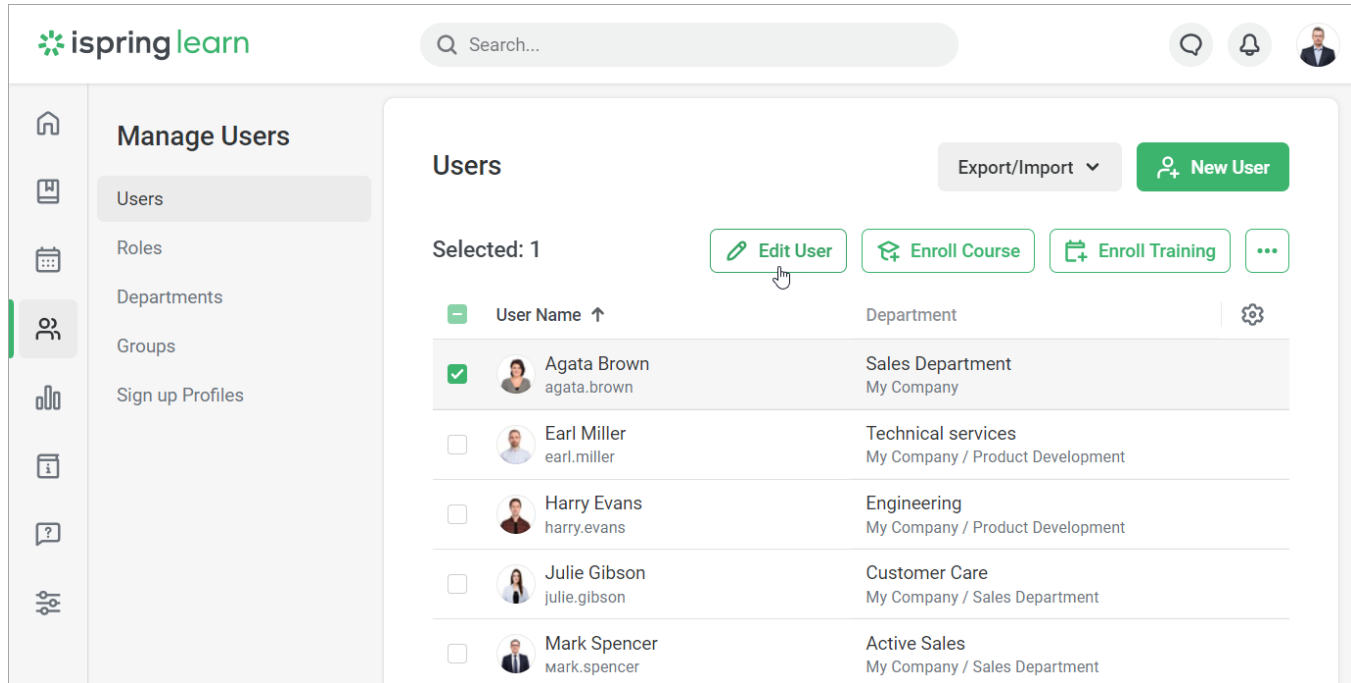


# Editing Users

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

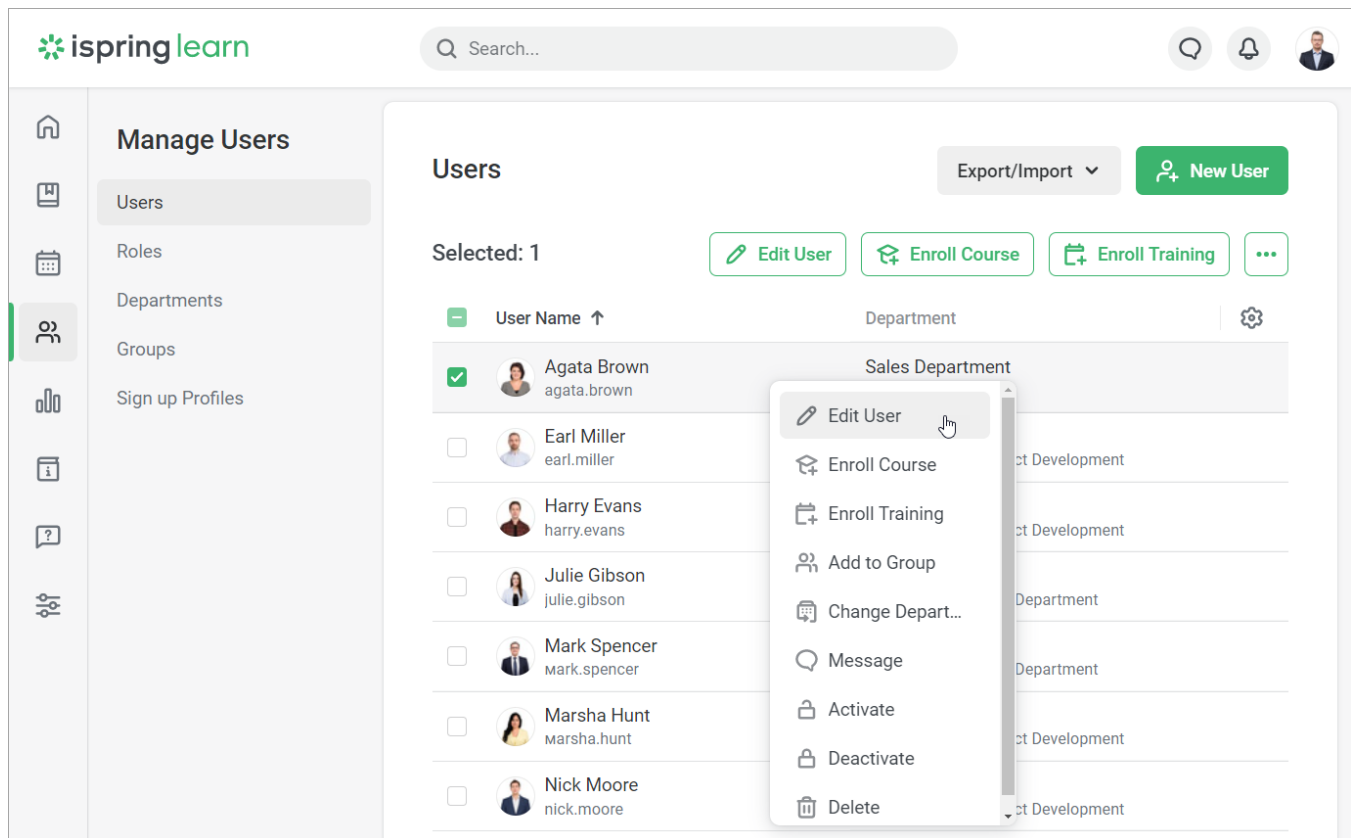
To proceed to the **Edit User** page, click on the user's name in the list.



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, Sign up Profiles. The main area is titled 'Users' and includes an 'Export/Import' dropdown and a 'New User' button. Below this, it says 'Selected: 1' and shows three buttons: 'Edit User' (highlighted with a mouse cursor), 'Enroll Course', and 'Enroll Training'. A table lists users with columns for selection, name, and department. The first user, Agata Brown, is selected.

	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 is similar to the previous one, but a context menu is open over the 'Agata Brown' user. The menu options are: Edit User (highlighted with a mouse cursor), Enroll Course, Enroll Training, Add to Group, Change Depart..., Message, Activate, Deactivate, and Delete.

	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