

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.

ispring learn

Search...

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles

Users

Export/Import

New User

Selected: 1

Edit User

Enroll Course

Enroll Training

User Name

Department

Agata Brown

agata.brown

Sales Department

My Company

Earl Miller

earl.miller

Technical services

My Company / Product Development

Harry Evans

harry.evans

Engineering

My Company / Product Development

Julie Gibson

julie.gibson

Customer Care

My Company / Sales Department

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**.

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Marsha Hunt

marsha.hunt

Product Development

My Company / Product Development

Nick Moore

nick.moore

Product Development

My Company / Product Development

Edit User

Enroll Course

Enroll Training

Add to Group

Change Depart...

Message

Activate

Deactivate

Delete