Editing an Administrative User's Personal Information in Eval25

You can edit an administrative user's personal information on their Registration: Instructor page, accessible from Users or Registration search results.

Accessing the "Registration: Instructor" Page From Users Search Results

- 1. Choose Users From the Configuration Menu
- 2. Search for the User
 - Enter a full or partial entry for one or more of the following:
 - User ID
 - Last Name
 - First Name
 - Email
 - Click Search
- 3. Click Edit for the User you Want to Update
- 4. Click Registration
 - On the User Permissions page click "Registration" in the User Details section.

🕈 Home	🛙 Reports 🗸	🕻 My Questions	Configuration 🗸	C Survey
User Per	missions			
Go to User Se :	arch			
User Detail	s			
Name	John Smith			
Email	John.Smith@you	urschool.edu		
ID	820008652			
Login ID				
	See in Registrati	ion		
	Image: Ta _l	p the Registration link under	the User Details.	

Accessing the "Registration: Instructor" Page From Registration Search Results

- 1. Choose Registration From the Configuration Menu
- 2. Select Instructors From the Search Dropdown List
- 3. Enter the User's Name and Click Go

🔒 Hom	e 🖞 Reports -	🕻 My Questions	Configuration -	🕻 Survey
Regis	tration			
Ū				
Search Searc Show	Browse Courses Students h v Instructors 15 v results	Smith	Go	
Im	age: Select Instructors	from the dropdown, ent	er a search term, and pre	ss Go .

4. Click the row of the User you Want to Edit

earch Browse			
Search Instructors	v for Smith	Go	
Show 15 v results			
ID	Name	Email	Туре
ID 820008652	Name John Smith	Email John.Smith@yourschool.edu	Туре
ID 820008652 820132206	Name John Smith Kevin Smith	Email John.Smith@yourschool.edu Kevin.Smith@yourschool.edu	Туре