

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

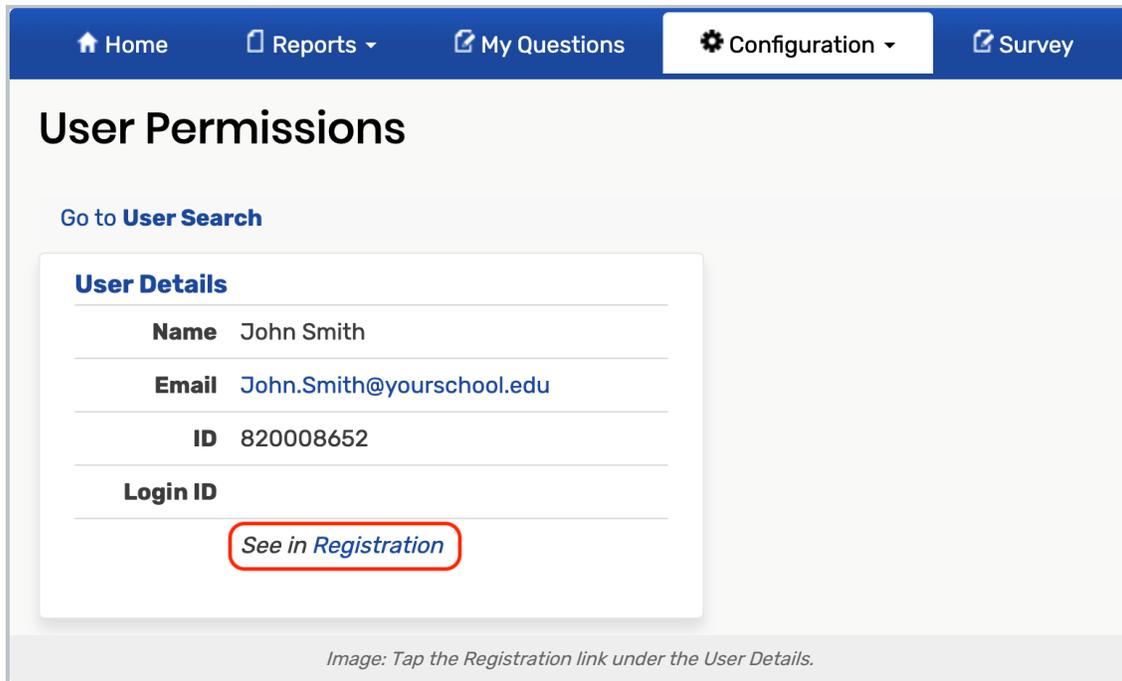
2. Search for the User

- 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

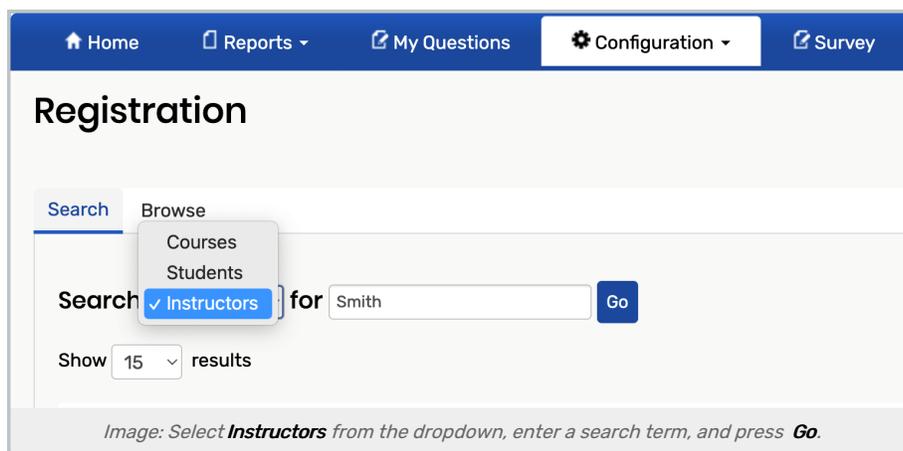
4. Click Registration

- On the **User Permissions** page click "**Registration**" in the **User Details** section.



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



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

Search Browse

Search for

Show results

ID	Name	Email	Type
820008652	John Smith	John.Smith@yourschool.edu	>
820132206	Kevin Smith	Kevin.Smith@yourschool.edu	>

Image: Select the instructor from the list.