

## Editing a User

Jay-Ileen (Ai) - 2023-06-15 - Clinic Admin Guides

### [How to Edit a User](#)

An administrator can edit clinicians' accounts when needed.

At a minimum, the admin can edit the Profile information and set the password.

1. On the menu bar, click Users.
2. You can search for the Clinician using the Full name or Email address.
3. Click Search.
4. Under the selected Clinician's Action column, click on Edit.
5. Update the Clinician's information as necessary.
6. Click on Save when done.

*Take note, Clinicians can also edit their user information as needed.*

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