If you need to change the access level for any of the users of your LMS (i.e. they currently have user access but they need to be site administrator), you can easily amend the account by following the instructions below:

1. From the **Main Menu**, click on the **Administration** option:
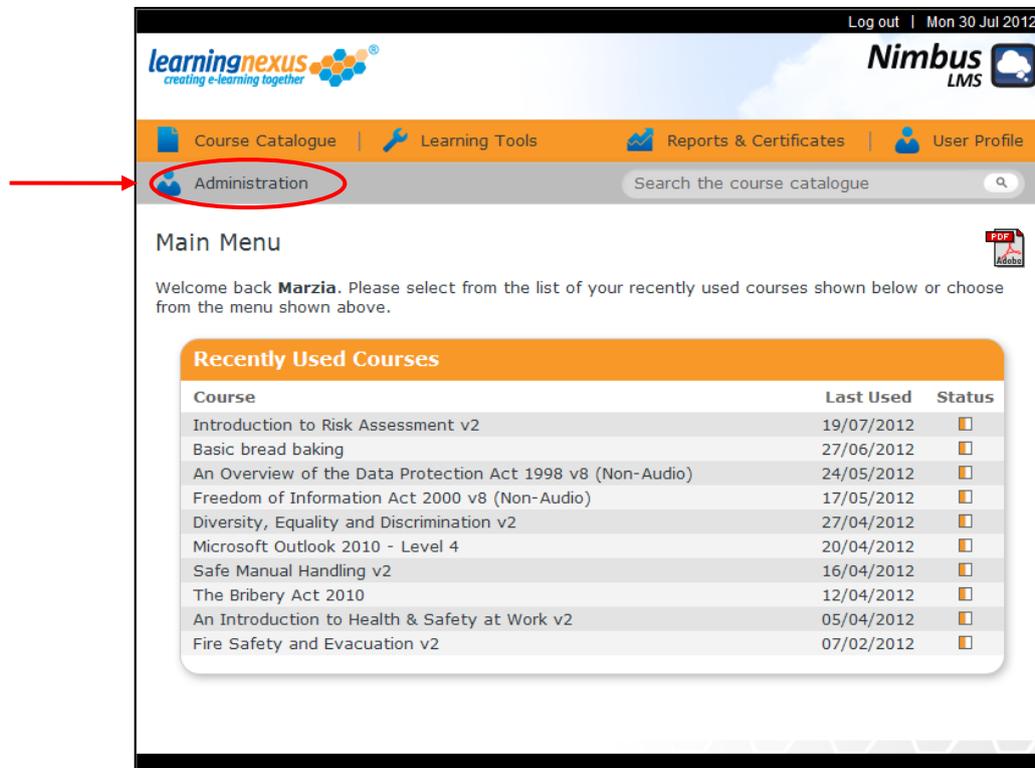
2. This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Users**:

3. You will now see a page displaying the options applicable to users. This page also displays a box containing a list of all the active users registered on the site. Using your mouse, select the user whose access level you need to change, then click on the **Modify User** option**:**
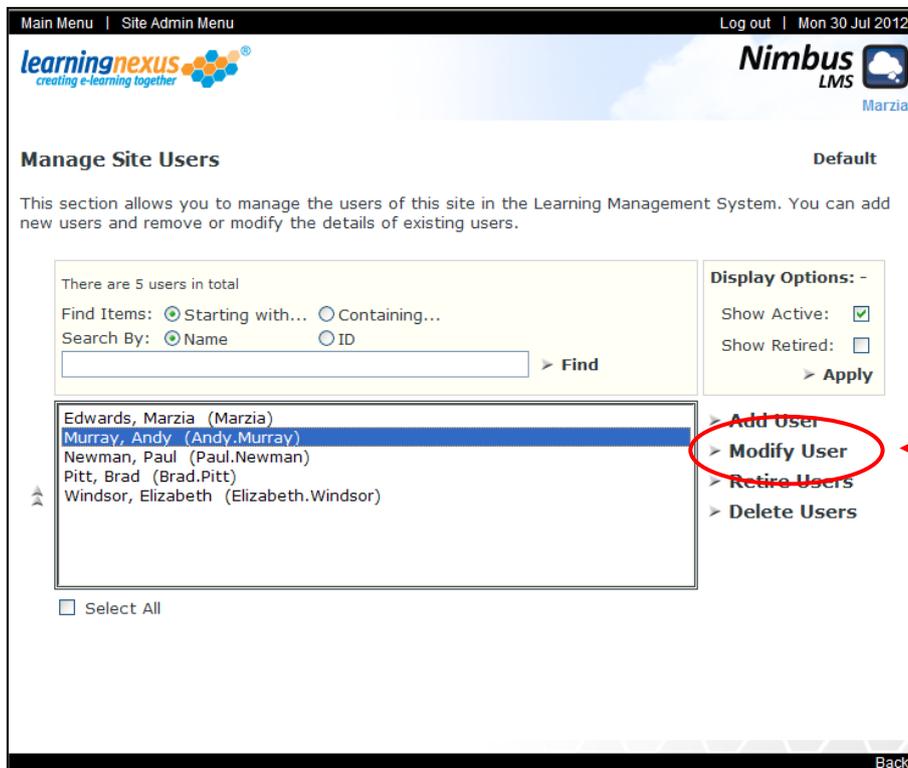
4. You will now see the page where the details for the selected user are displayed. About halfway down the screen you will see a box called **Access Level:**
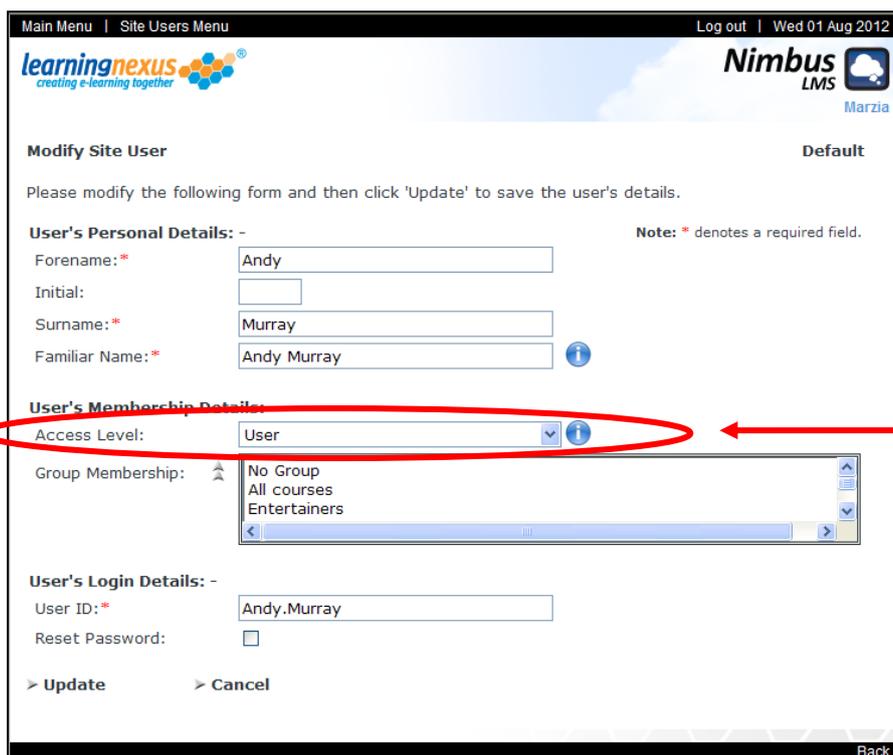
5. Open the pull-down menu and select the new level of access you want to allocate to this user:
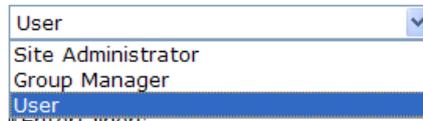
6. Click on the **Update** button at the bottom of the screen to save the changes.