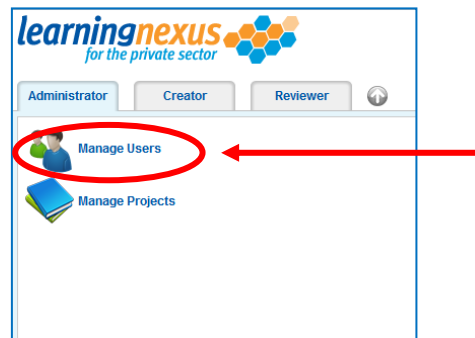


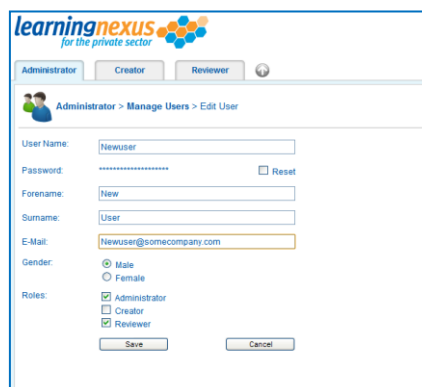
Amending User Accounts

If any of your Course Builder users need to have any of their details changed or their password reset, you can do this only if you are an Administrator.

From the 'Administrator' tab, select the 'Manage Users' option.



On the new screen, click on the username for the person that you need to amend. This will give you access to the user details form:

A screenshot of the 'Edit User' form in the LearningNexus web application. The breadcrumb trail at the top reads 'Administrator > Manage Users > Edit User'. The form contains several input fields: 'User Name' (containing 'Newuser'), 'Password' (with a 'Reset' checkbox), 'Forename' (containing 'New'), 'Surname' (containing 'User'), and 'E-Mail' (containing 'Newuser@somecompany.com'). There are also radio buttons for 'Gender' (Male and Female) and checkboxes for 'Roles' (Administrator, Creator, and Reviewer). At the bottom of the form are 'Save' and 'Cancel' buttons.

To edit any of the details, just over-type the existing information or amend the check boxes for their role as required.

To reset their password place a tick in the 'reset password' check box available next to the Password field, then type in the new password. Remember that this needs to be at least 6 characters long.

Click on the 'save' button to save the changes.