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Replace Users

ICM allows replacing existing users with another user. If you are a user with administrative privileges, you can replace a user for a particular team or user group.

To replace a user:

1. On the ICM Homepage, click **Admin**.
2. On the **Organization Details** page, click **Users**.

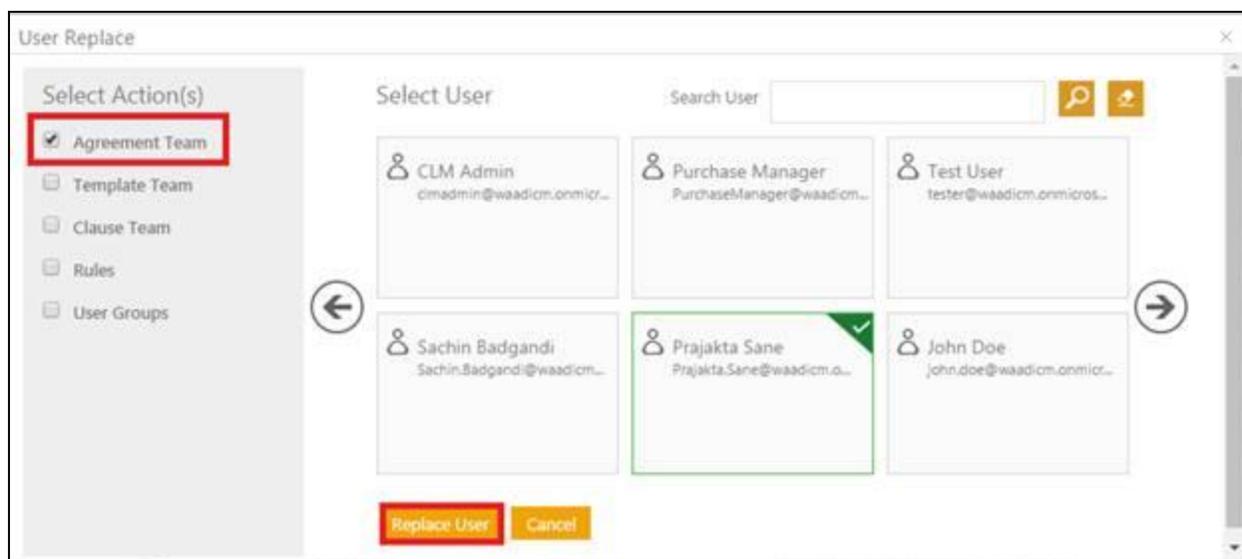


3. On the **Users** page, click **Replace User** alongside the user that you want to replace.



View	First Name	Administrator	Email ID	Status	Last Name	
	Vinayak	False	vinayak.shroude@icertis.com	DeProvisioned	Shroude	Replace User
	Audrey	False	audrey.patterson@icertis.com	Provisioned	Holmes	Replace User
	Jonathan	True	jonathan@icertis.com	Provisioned	Line	Replace User
	Michelle	False	michelle@icertis.com	Provisioned	Renner	Replace User
	Ishtiaq	False	ishtiaq@icertis.com	Provisioned	Singh	Replace User
	Yash	False	yash@icertis.com	Provisioned	Verma	Replace User
	Vishal	False	vishal@icertis.com	Provisioned	Chakraborty	Replace User
	Arshad	False	arshad@icertis.com	Created	Ali	Replace User
	Gangadhar	True	gangadhar@icertis.com	Created	Tyler	Replace User

4. On the **User Replace** page under **Select User**, select the user you want to replace with the current user.
5. On the **User Replace** page, under **Select Action** page, select the team(s) in which you want to replace the user. Alternatively, you can also search the user by entering the name of the user and then click  icon.



6. Click **Replace User**. A message appears: **User replace request submitted. Please check back after you receive notification email.**
7. Click **OK**. This replaces the user with the current user.