

## Table of Contents

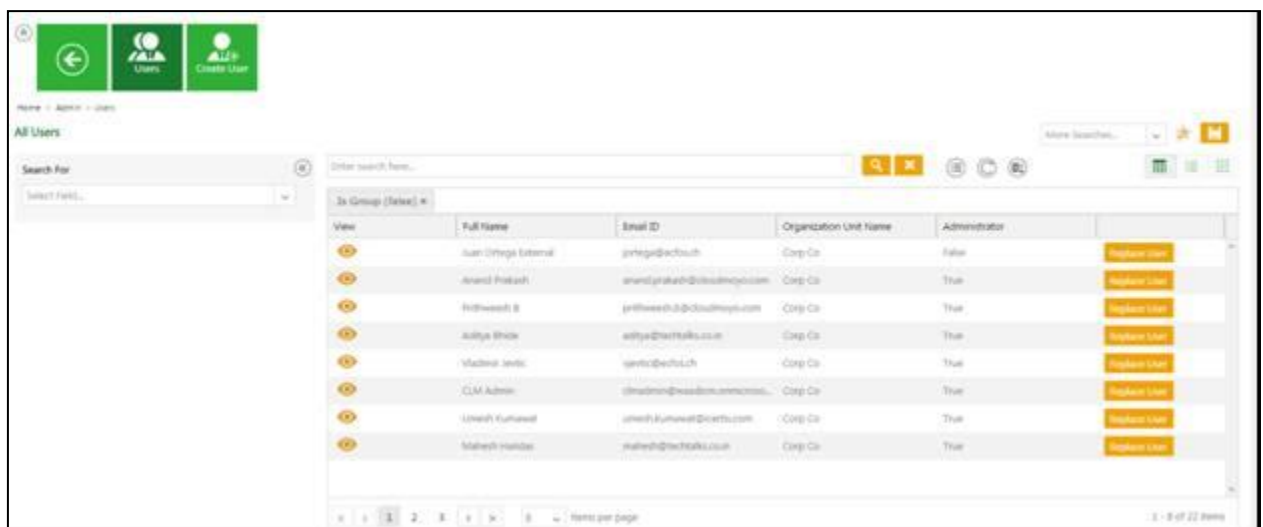
Table of Contents .....	1
Introduction .....	1
Details .....	3
Team .....	4
OrgGroups .....	4
Security Groups .....	5
User Groups .....	7

## Introduction

If you are an administrator, you can modify the existing user account information as per the requirement.

### To edit an existing user:

1. On the ICM Home page, click **Admin**.
2. On the **Admin** page, click **Users** to open the **Users** page.



3. On the **Users** page, click the  icon alongside the user you want to edit.

4. The **User Details** page consists of seven tabs.

- Details
- Team
- OrgGroups
- Security Groups
- User Groups
- **History:** Displays the history of all changes made to the user information with date and time of change.
- **Notes:** Displays the notes added by the user while performing an operation

## Paul Smith

[Details](#) [Team](#) [OrgGroups](#) [Security Groups](#) [User Groups](#) [History](#) [Notes](#)

Personal Details

First Name	Paul
Last Name	Smith
Email Address	paulsmith@gmail.com
Organization Unit	/icertis.com
Type Of User	Internal
Is Administrator	<input checked="" type="checkbox"/>
Supervisor User	
Hierarchy Level	1
Is Authorized Signatory	<input checked="" type="checkbox"/>
Access Expiry Date	July 1, 2016 12:00:00 PM
Status	Provisioned

Work Details

[Edit](#) [DeProvision](#)

**Note:** Click **Edit** to edit the user information.

## Details

On the **Details** page, edit the user information if any and click **Next**.

### Edit User

- 1 **Details**
- 2 Team
- 3 OrgGroups
- 4 Security Groups
- 5 User Groups

**Personal Details**

First Name \*

Last Name \*

Email Address \*

Organization Unit \*

Type Of User **Internal**

Is Administrator

Supervisor User

Hierarchy Level

Is Authorized Signatory

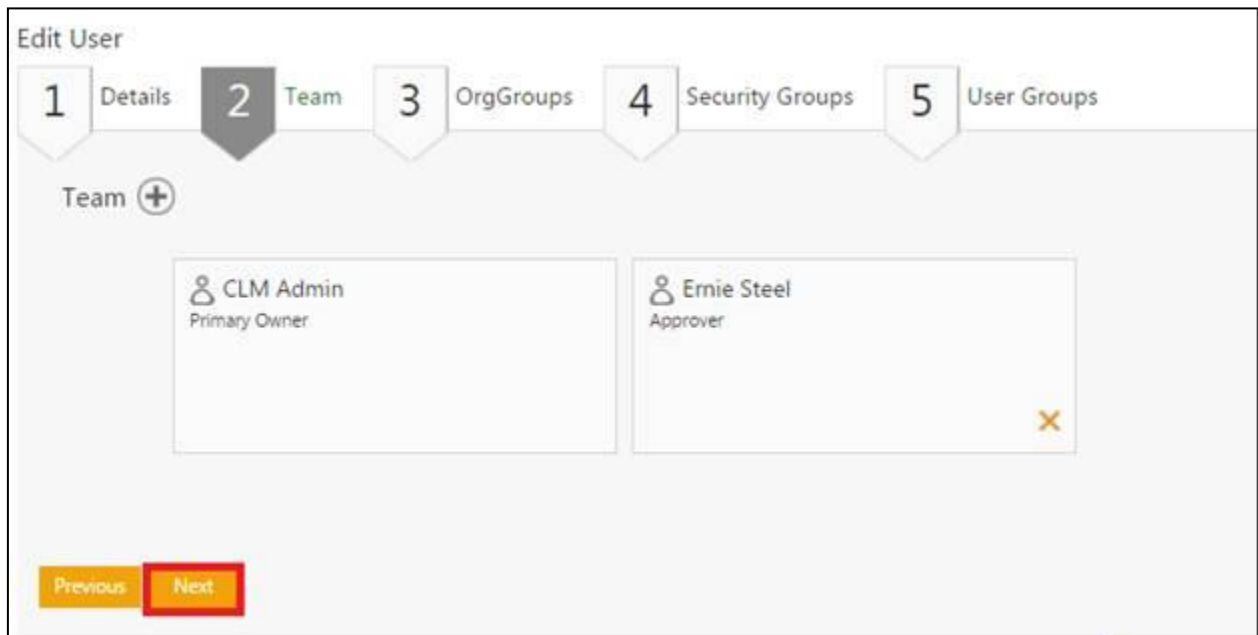
Access Expiry Date

Work Details

**Next**

## Team

On the **Team** page, Add or remove the desired team members and click **Next**.



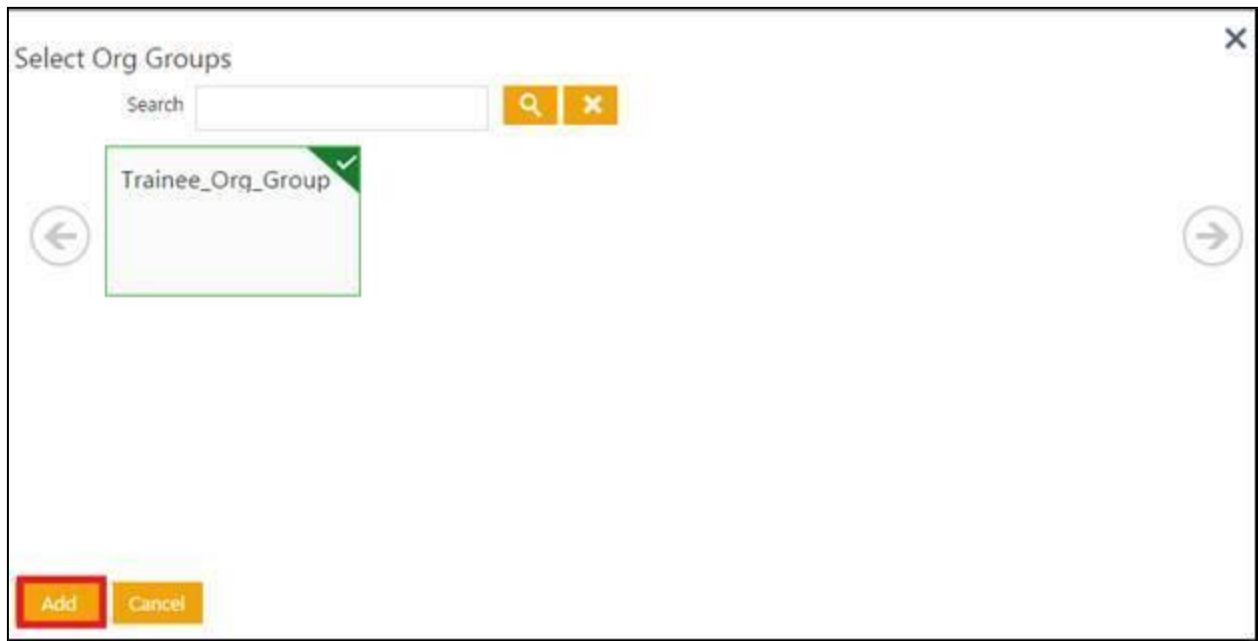
## OrgGroups

On the **Org Groups** page, click the  icon. The *Select Org Groups* page appears.

**To add an Org Group:**

- On the **Select Org Groups** page, select the appropriate Org Group and click **Add**.

Alternatively, click the  icon to search the Org Group.




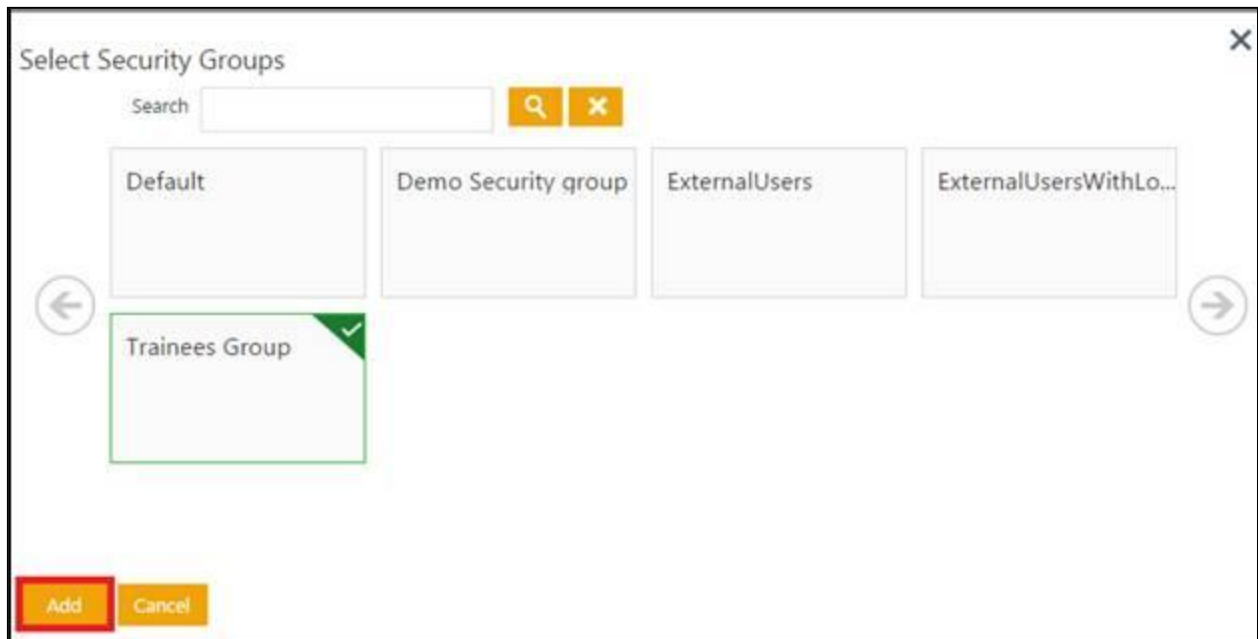
- Click **Next**

## Security Groups

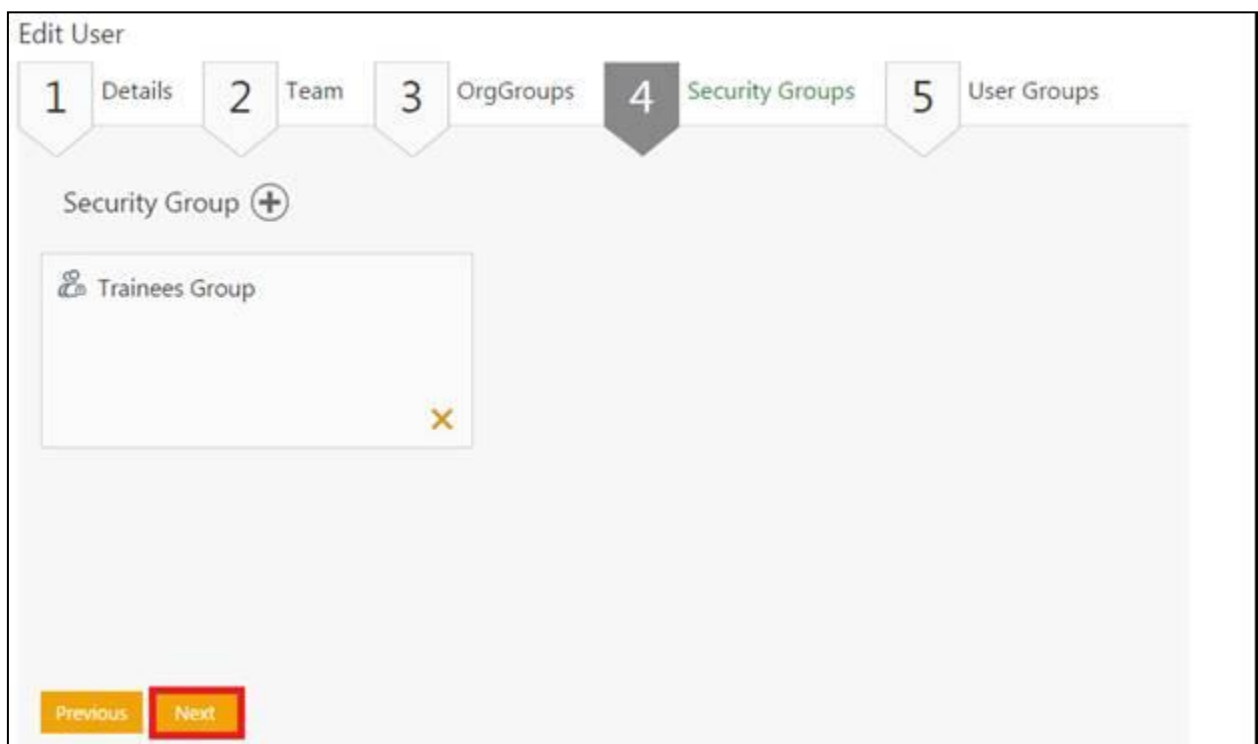
On the **Security Groups** page, click the  icon. The **Select Security Groups** page appears.

### To add a Security Group:

- On the **Select Security Groups** page, select the appropriate Security Group and click **Add**. Alternatively, click the  icon to search the Security Group.




- Click **Next**

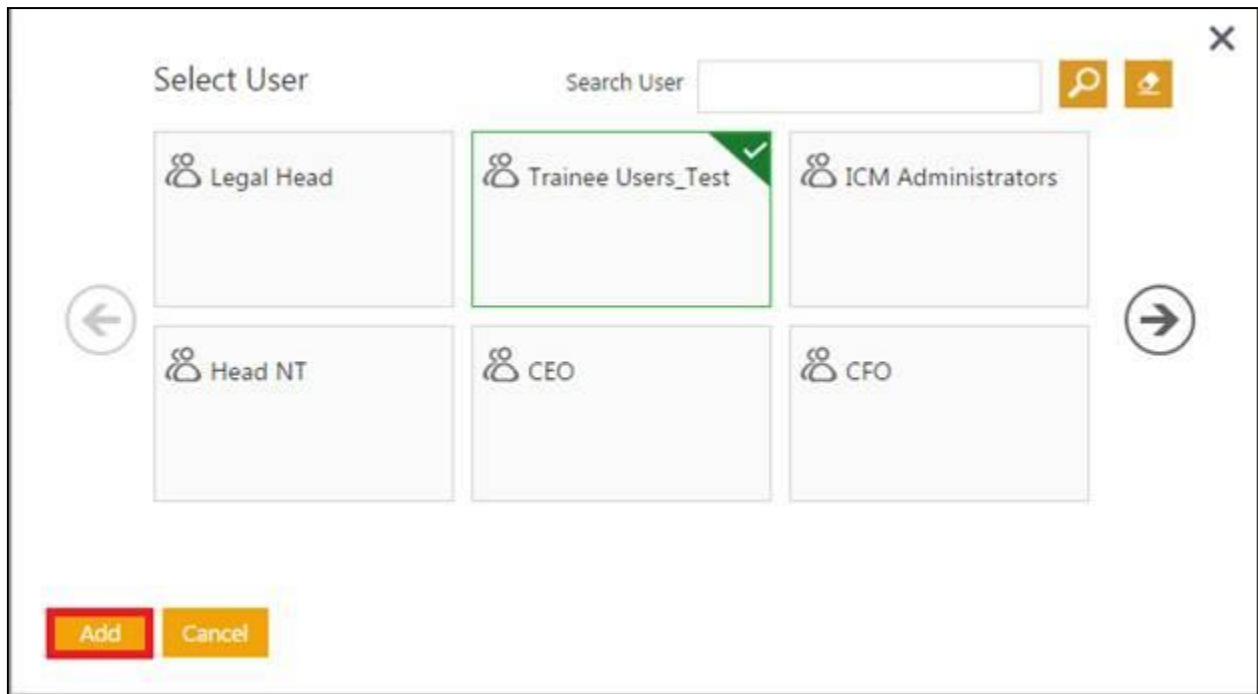


## User Groups

On the **User Groups** page, click the  icon. The **Select User Groups** page appears.

### To add a User Group:

- On the **Select User Groups** page, select the appropriate User Group and click **Add**.  
Alternatively, click the  icon to search the Security Group.




Now, on the **User Group** page, click **Update** to update the user information.




Edit User

1 Details 2 Team 3 OrgGroups 4 Security Groups 5 User Groups

User Group (+)

 Trainee Users\_Test



Previous Update Cancel