Editing User Accounts
Email and Password Updates

Once user accounts have been created, they can be easily updated to reflect the personal information of the residents.

EMAIL

To edit an account, go to your **Manage Users** section and scroll to the account you wish to edit or search for it in the blank space under User/Info.
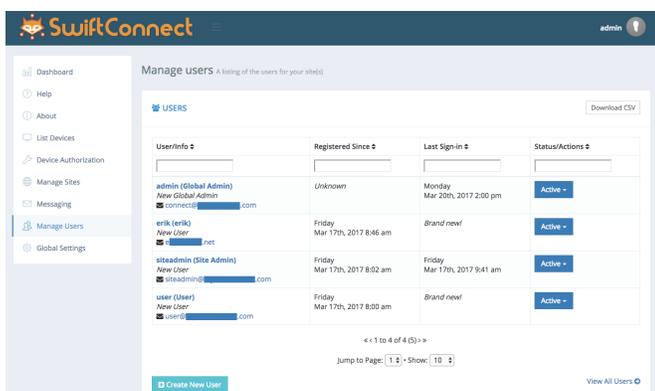
Once you find it, click on the blue **Active button** on the right to bring down the dropdown menu. Click on **Edit User**. This will bring up the user account information window. Change the email to the user's personal email address and, if desired, update the Title to the user's name. Once finished, click on the blue **Update User button.**
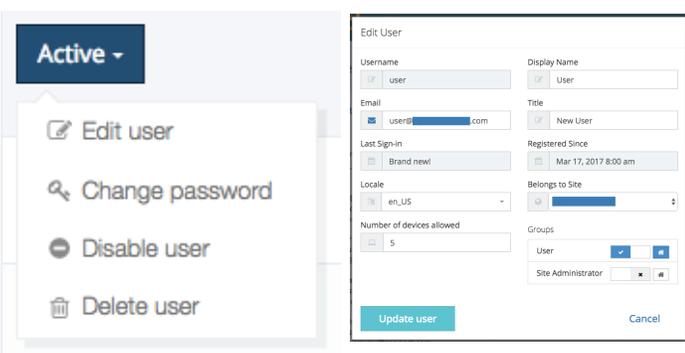
PASSWORD
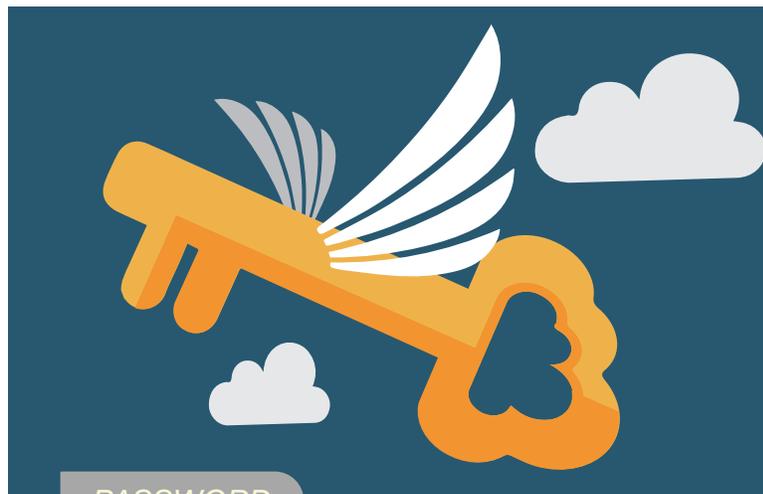
Now you need to send the user an invitation to create their password. Find the account you edited and click on the blue **Active button** on the right to bring down the menu. Click on **Change Password**. In the pop up, make sure that **"Send the user a link that will allow them to choose their own password"** is selected (it should be automatically). Click **Submit.**
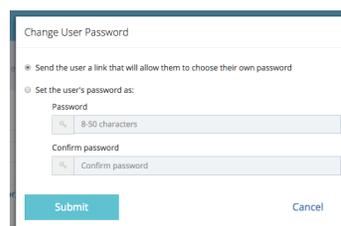
The user will get an email with their user-name asking them to access their account and set up their own private password. If the user does not click on the email link within a reasonable amount of time, the link will expire and they will receive the following message:
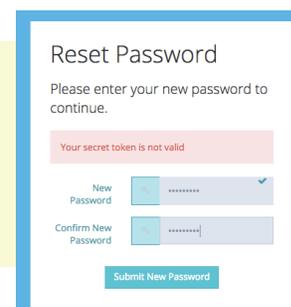
You may resend a new link at any time. Sending a new link will cause previous links to expire immediately.