Manage a User’s Personal Information

To edit a user’s personal information, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The **Search Person** page appears.
2. From the **Select** drop-down menu, select **External**.

   **Application Tip**

   By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.

   **Application Tip**

   By default, the **Where** drop-down menu is set to **Full Name**. Choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The **Search Person** page appears.

   **Application Tip**

   By default, the drop-down menu after **Where** is set to **Contains**. Choose any option as needed.

5. Click the **Select** hyperlink for the name of the user you will manage. A **Manage User** page appears.

6. Click **Manage Personal Info** as shown in Figure 1. The **Personal Information** page appears.

   **Figure 1: Manage User Page - Personal Info**

   ![Manage User: DanG Dprep](image)

   - Manage Personal Info
   - Manage Accounts
   - Manage Passwords

7. From the **Personal Information** page, click the following tabs and update the appropriate fields:

   o **External**
8. Click the Schedule for Now or Schedule for Later radio button.

**Application Tip**

If the Schedule for Later radio button is selected, enter the Date and Time the ID should be created.

9. Click **Submit**.

**Additional Button**

Click **Cancel** to return to the ISIM Home Page. No data will be saved.