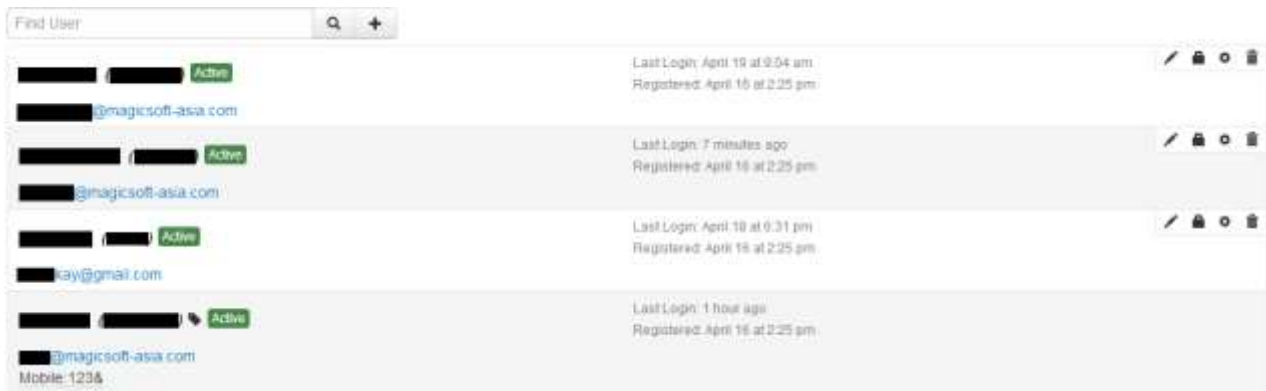
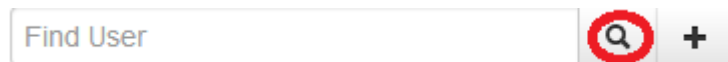


2. User Management



2.1 Searching For a User



- Enter username or name and click the search button.

2.2 Creating a New User



- Click the + button
- Enter your personal information and setup your new account

2.3 Editing of Account/Personal Information



- Click on this button to upload a picture or to edit your personal information
- When you are done, click [Update Profile](#) to update your account

2.4 Reset Password



- Click on this button to reset your password
- Enter a new password and re-enter the password
- The new password will be updated.

2.5 User Settings

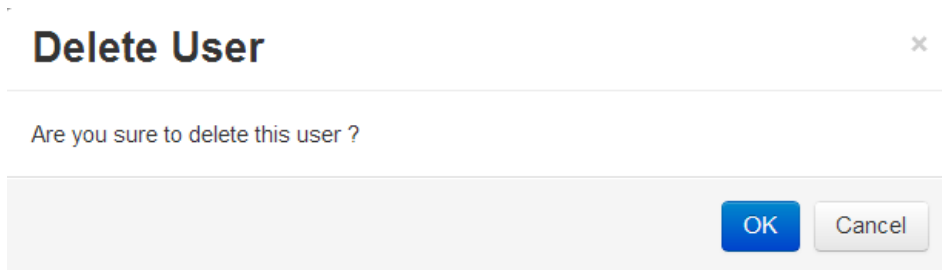


- You can click on this button to edit the roles of your account.
- You are also able to lock the account by checking the [Lock this user](#) box.
(Note: Once an account is locked, it cannot be logged in until you uncheck the [Lock this user](#) box.)

2.6 Delete User



- You can use this button to delete your existing account or to delete other inactive accounts
- There should be a display like this:



- Click **OK** to delete user or **Cancel** to abort deletion