


## Editing ACS User Records

You can change or update existing user accounts in Add/Edit Users.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. From the drop-down list, select **Add/Edit Users** and click **Go** .
3. Select the user whose information you want to edit, then click **Edit**.
4. On the **User Name** and **Password** pane, make any needed edits to the User Name, Password, and Network Login Name.
5. On the **Information** pane, make any needed edits to the user's First Name, Last Name, and Description.
6. On the **Information**, **Security**, and **Contact Information** tabs, change the user's profile, security rights, address, or contact information, as needed.
7. When finished, click **Apply**, then **OK**.