


1. **Click** on User Maintenance Wizard.
2. **Click** on Modify User Wizard. A rectangular button with a dark border. On the left is a small icon of a document with a pencil. To the right of the icon, the text "Modify User" is written in a bold, sans-serif font.
3. *Modify User: Lookup User* screen displays.
4. **Locate** the user.
5. In the Modifying [Name] Record step, user information displays based on the selected options. **Make changes** to this information in the folder tabs. *Required fields display in red.*
6. **Select** Modify User when you have finished modifying the user information.