Option 6 Edit User

One of the main functions of the IPAC Agency Administrator is the creation of users for the IPAC system and the assignment and maintenance of the users' authorizations. You must enter the individual's name, employing agency and contact information to establish the user in the database. This function is used to update that user information initially entered through the "Create User" function (see *Option 1* of this manual).

To edit user information in the IPAC system, select the "Edit User" button on the **Enrollment Main Menu** as shown in Figure 1.21.
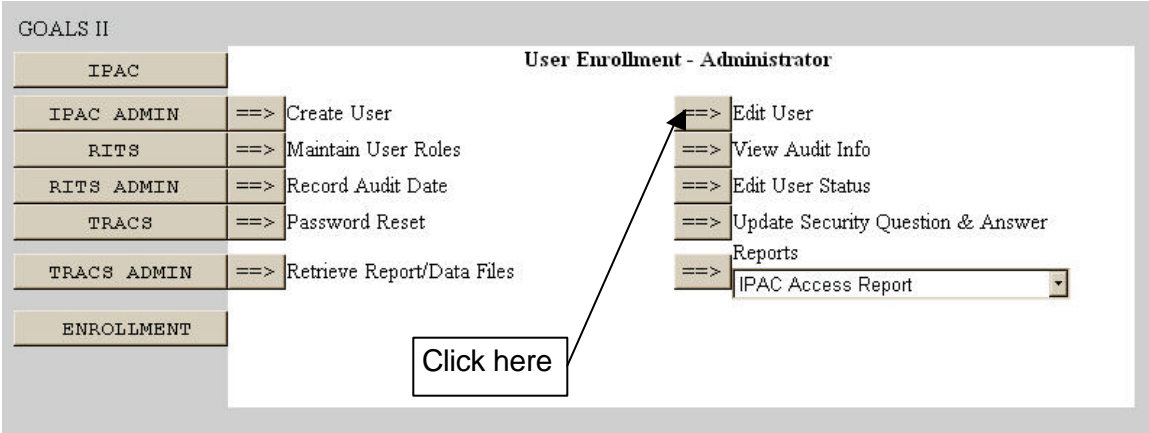

Figure 1.21   Enrollment Main Menu

Retrieve the User's Record

When you select "Edit User", the **Find User** screen, shown in Figure 1.22, will display. This screen is used to retrieve the record of a user who is currently in the IPAC database. The process for retrieving a user's record is explained in detail in the *Introduction* to this manual.
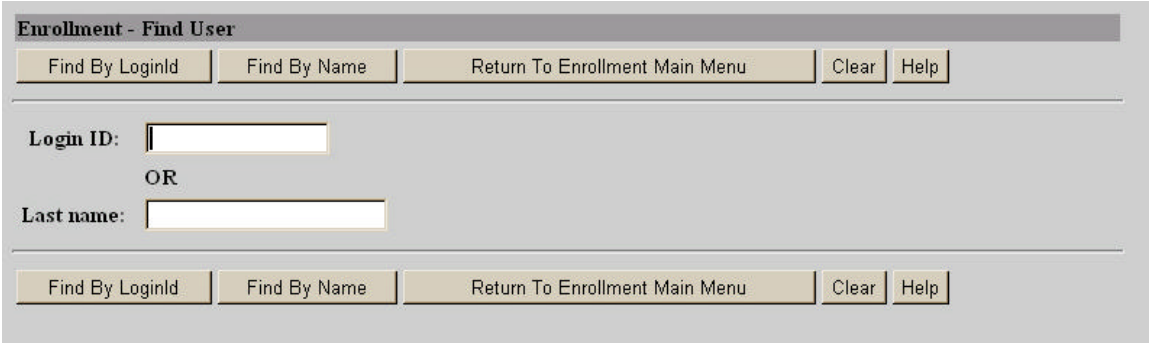

Figure 1.22   Find User

When you have retrieved the user's record, the screen shown in Figure 1.23,
Create/Edit User, will display with the information currently in the system for the user
loaded into the data entry fields.

Edit User Information

Enrollment - Create/Edit User

| OK | Return To Enrollment Main Menu | Clear | Help |

Name:
First Name * `Sample`
Initial * `B`
Last Name * `User`

Employer:
Master ALC * `20180002`
Login ID `[e1sbu002]`

Contact Info:
Email Address * `Sample.user@ipac.gov`
Complete Work Phone * `(202) 874-0000`

Mailing Address:
Agency Name: * `Sample Federal Agency`
Street: * `3700 East West Highway`
Mail Stop:
City: * `Hyattsvillle`   State: * `MD`
Zip Code: * `20782`   Country: * `USA`

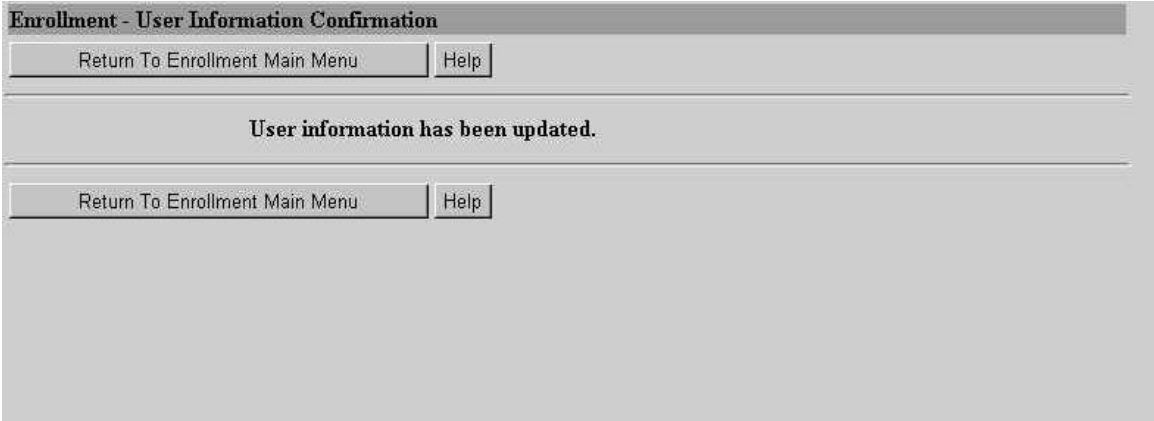| OK | Return To Enrollment Main Menu | Clear | Help |

Figure 1.23   Create/Edit User

The data entry fields on this screen are explained in detail in *Option 1, Create User.* You
may change any of the user's information except his system Login ID from this screen.

User authorizations are edited through the "Maintain User Roles" function discussed in
Option 2.

Select "Return to Enrollment Main Menu" to discard any changes you have made on this
screen, or "OK" to accept the changes and store them to the database. The screen in
Figure 1.24, **Enrollment User Information Confirmation** will display.

User Information Confirmation

Enrollment - User Information Confirmation

| Return To Enrollment Main Menu | Help |

User information has been updated.

| Return To Enrollment Main Menu | Help |

Figure 1.24   User Information Confirmation

This screen confirms that the user information has been updated. Select "Return To Enrollment Main Menu" for more menu options.

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