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**
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> By default, the **Where** drop-down menu is set to **Full Name**. You can 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**
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> By default, the drop-down menu after **Where** is set to **Contains**. You can choose any option as needed.

5. Click the **Select** hyperlink of the name of the user you would like to manage. A *Manage User* page appears.

6. Click **Manage Personal Info**. The *Personal Information* page appears.

7. From the **Personal Information** page,
   - Click the **External** tab and update the appropriate fields.
   - Click the **Corporate** tab and update the appropriate fields.
   - Click the **Contact** tab and update the appropriate fields.

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

> **Application Tip**
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> If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** when the OTCnet account should be created.

9. Click **Submit**.

> **Application Tip**
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> Additional button on the page that help you perform other tasks:
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> - Click **Cancel** to return to the ITIM Home Page. No data will be saved.