

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

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

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

If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** the identity should be created.

9. Click **Submit**.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Cancel** to return to the ISIM Home Page. No data will be saved.