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**. 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**. Choose any option as needed.

5. Click the **Select** hyperlink for the name of the user you will manage. A *Manage User* page appears.

6. Click **Manage Personal Info** as shown in Figure 1.The *Personal Information* page appears.

Figure 1: Manage User Page - Personal Info

7. From the **Personal Information** page, click the following tabs and update the appropriate fields:

   o **External**

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- o **Corporate**
- o **Contact**

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 ID should be created.

9. Click **Submit**.

Additional Button

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

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