

## **Edit MultiLine user accounts**

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Read on to learn about editing a user account in Management Portal.

## **Overview**

You can edit a user from the Accounts screen.

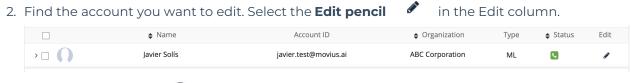
## Before you start

- An admin must have "Accounts" Privilege in their Role in the organization to do these instructions. See <u>What Admin Privileges are in Management Portal?</u>

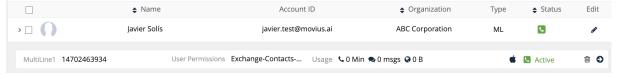
  (https://help.moviuscorp.com/help/what-admin-roles-mmp)
- For instructions on searching for a user account, see <u>Search user accounts using filters</u> (<a href="https://help.moviuscorp.com/help/filter">https://help.moviuscorp.com/help/filter</a>) <a href="https://help.moviuscorp.com/help/filter">L</a>.

## Edit a user account

1. Go to Accounts.



3. Select **Edit Line** icon from the details that display.



4. Make changes, then select Save.

