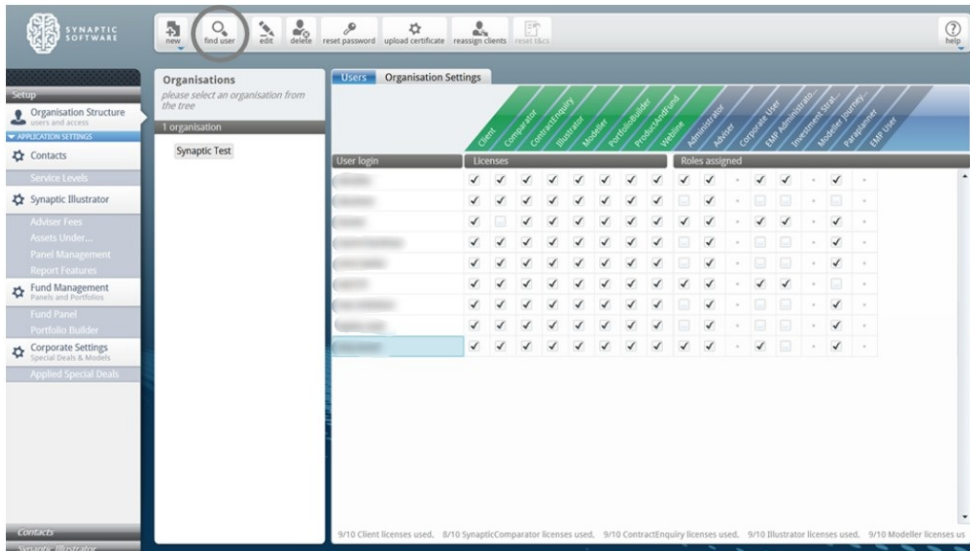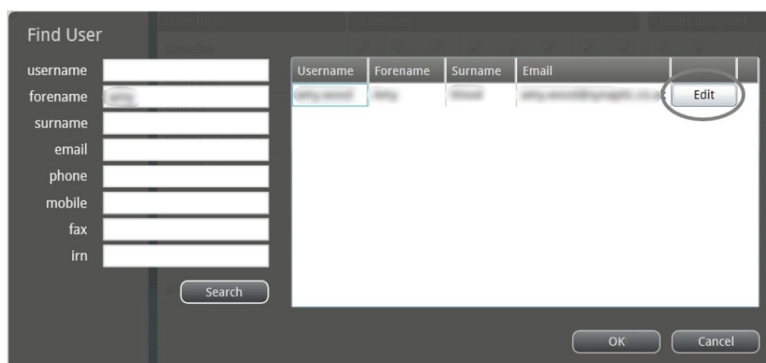# How do I find a user?

Last Modified on 19/02/2020 11:35 am GMT

It is also possible to find a user by clicking on the**find user** button in the ribbon bar.

The administrator will then need to search on either the username or other details and click **Search**.

This will return a list of all users in the organisation selected or child organisations that satisfy the criteria entered. Select the user and click on the edit button if the user details need to be edited.

Edit User Details

Required fields are marked with an asterisk (*).

username	*
forename	*
surname	*
email	*
phone	
mobile	
fax	
irn	
External Identifier	

OK   Cancel

> When complete, click **OK** and your amendments will be saved.

Alternatively you can highlight the user and click **OK.** This will close the dialogue and take you to the organisation for that the user in order to amend any licences or role details.

Find User

username	
forename	
surname	
email	
phone	
mobile	
fax	
irn	

Search

Username	Forename	Surname	Email	
				Edit

OK   Cancel