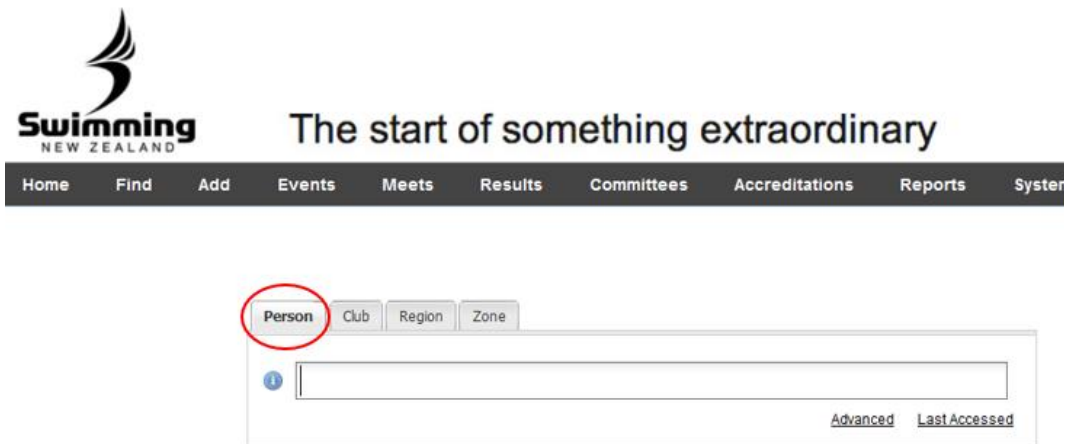


# How do I edit members' usernames and passwords?

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1

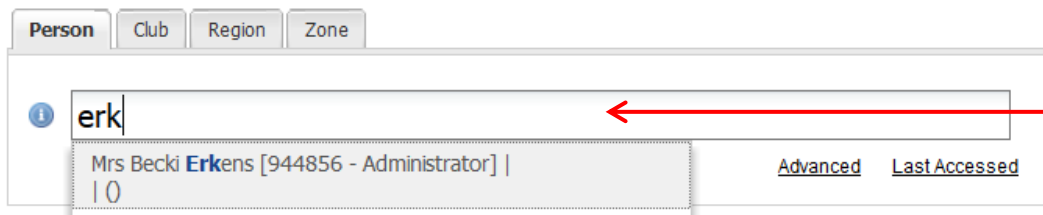
From the homepage ensure the Person tab is selected.



Here you can search for the member whose details need editing.

You can search a few different ways;

- Members name
- Member number
- Or use the Advanced tab to search more specific attributes

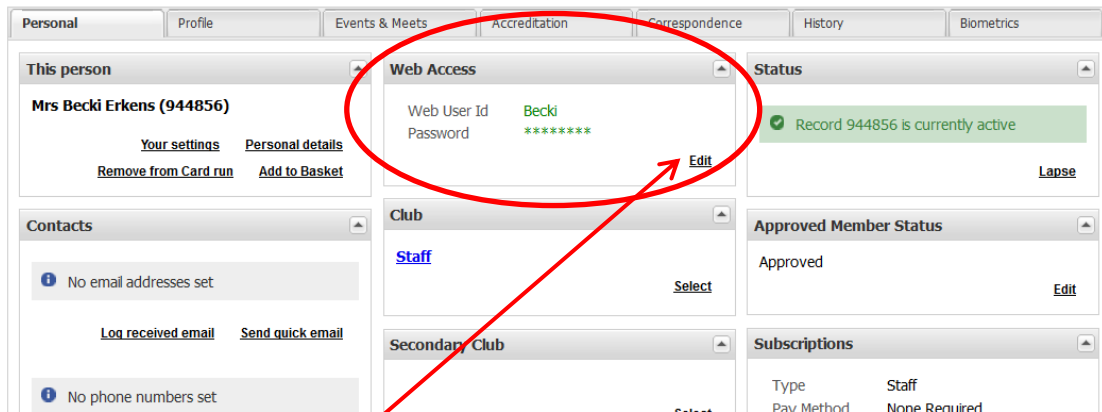


Once you find the member their details will appear.



2

Under the **Personal** tab you will see the Web Access box, click the **Edit** button

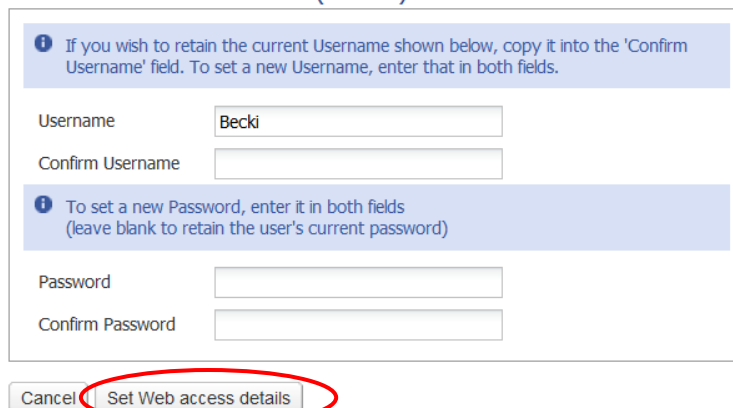


The screenshot shows a user interface for a member profile. The 'Personal' tab is selected. The 'Web Access' section is highlighted with a red circle, and an arrow points to the 'Edit' button. The 'Web Access' section displays 'Web User Id: Becki' and 'Password: \*\*\*\*\*'. Other sections include 'Status' (Record 944856 is currently active), 'Club' (Staff), 'Approved Member Status' (Approved), and 'Subscriptions' (Type: Staff, Pay Method: None Required).

3

In the window that appears you can now edit the member's Username and/or Password by typing in the relevant fields and clicking 'Set Web access details' to save changes.

Web access: Mrs Becki Erkens (944856)



The form contains the following fields and instructions:

- Instruction: If you wish to retain the current Username shown below, copy it into the 'Confirm Username' field. To set a new Username, enter that in both fields.
- Username:
- Confirm Username:
- Instruction: To set a new Password, enter it in both fields (leave blank to retain the user's current password)
- Password:
- Confirm Password:

Buttons: Cancel, **Set Web access details** (circled in red)