
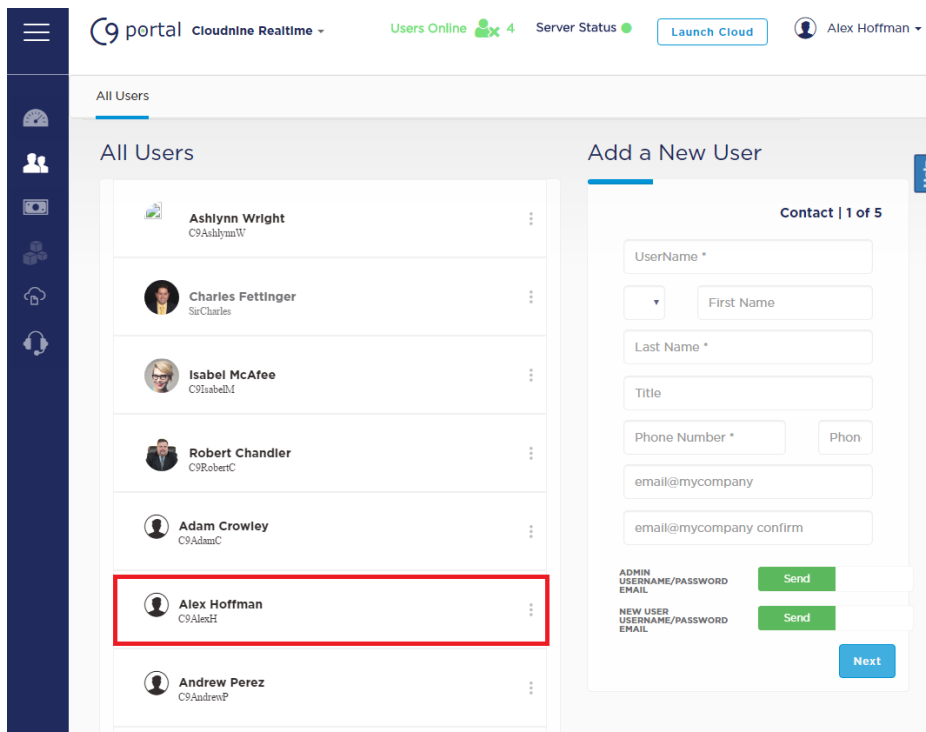


How to Edit Users

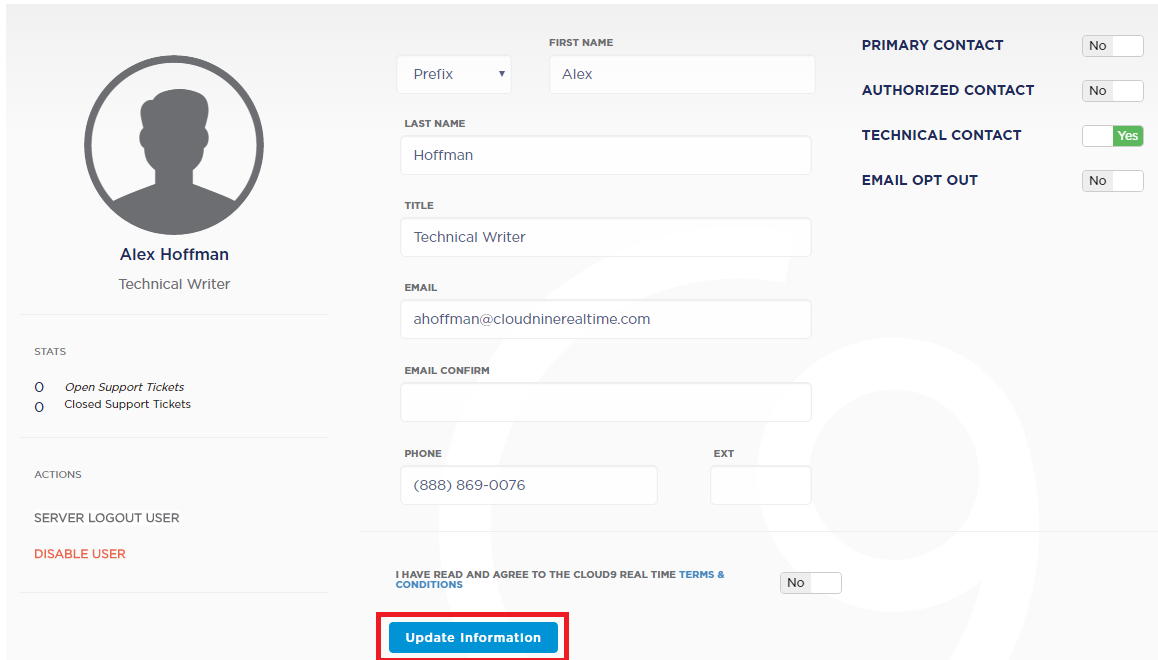
PURPOSE

Reference the following steps if you need to make changes/edits to a user profile in the C9 Portal.

1. Log in to the [C9 Portal](#).
2. Click the **Manage Users** icon () in the main side menu.
3. Click the name of the user you want to edit.

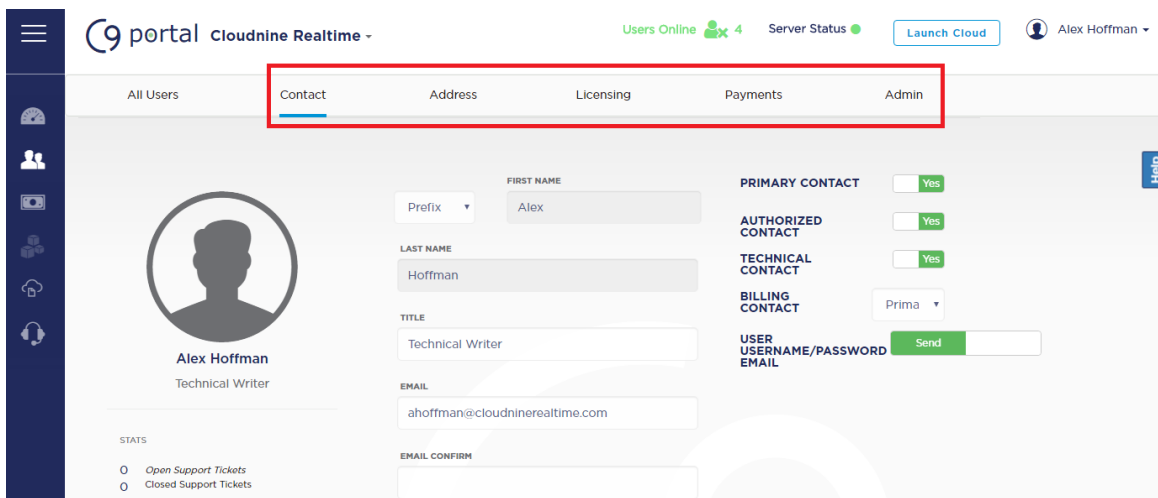


4. Edit the fields that need to be changed.
5. Agree to the Terms & Conditions and then click **Update Information**.



The screenshot shows a user profile edit form for Alex Hoffman, a Technical Writer. The form includes fields for Prefix, First Name (Alex), Last Name (Hoffman), Title (Technical Writer), Email (ahoffman@cloudnineruntime.com), and Phone ((888) 869-0076). There are also checkboxes for Primary Contact, Authorized Contact, and Technical Contact (checked), and a checkbox for Email Opt Out. A 'Terms & Conditions' section is visible with a 'No' checkbox. The 'Update Information' button is highlighted with a red box.

6. If necessary, click another header (Contact, Address, Licensing, Payments, or Admin) to open the relevant page and make further edits.



The screenshot shows the user profile edit form for Alex Hoffman, with a navigation bar at the top. The navigation bar includes tabs for 'All Users', 'Contact', 'Address', 'Licensing', 'Payments', and 'Admin'. The 'Contact' tab is highlighted with a red box. The form fields and checkboxes are the same as in the previous screenshot.

