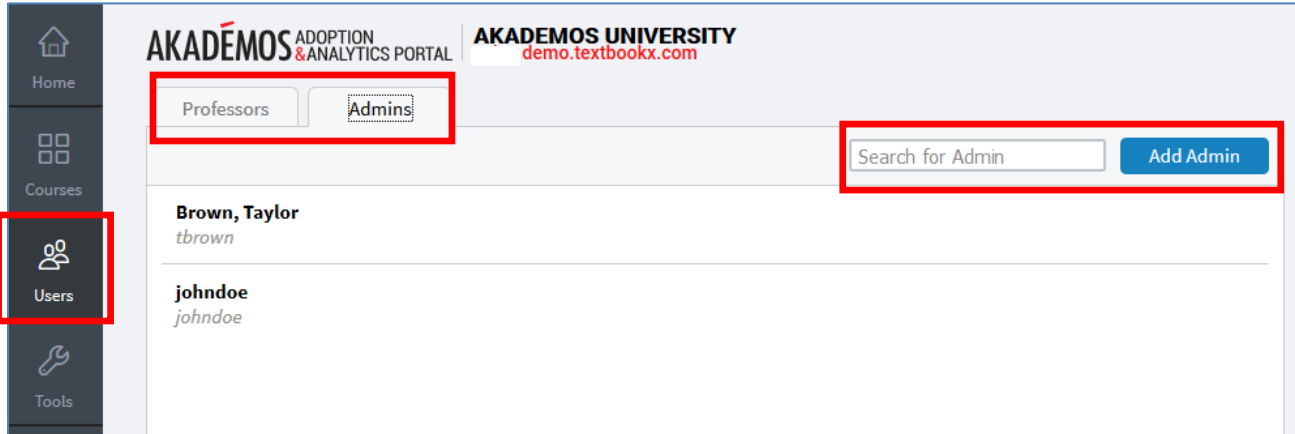## Edit Users

While Administrators cannot edit User information that is automatically pulled into the Portal, they can visit the Users page to view account information or add, remove, and edit other Admins.

To view User details, click on the User's name and a pop-up will appear.

When viewing Faculty, all courses assigned to them will be listed beneath "Assigned Courses."

Administrator details will display what level of access the User has (i.e. what departments are assigned to their account).

To add an Administrator, switch to the Admin tab and click the blue "Add Admin" button. Enter all User details, including:
- Account ID
- Username
- Email
- First Name
- Last Name

Next, use the drop-down menu to select all terms and departments that should be assigned to the User. The new User will only have access to view and edit courses selected under their assigned departments.

Once you have added all the User details, click "Create" to add them to the system.