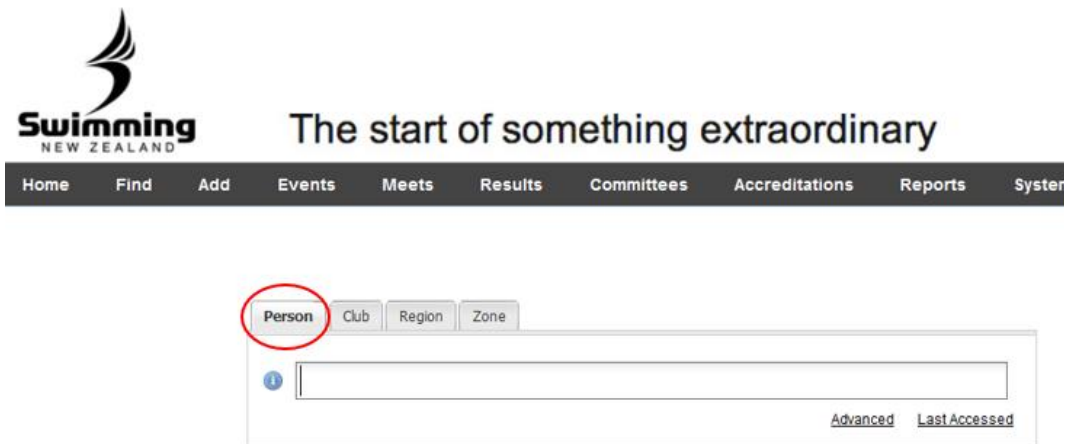# How do I edit members' usernames and passwords?
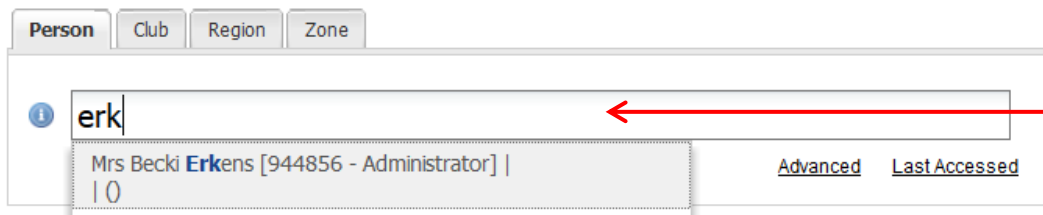
1

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
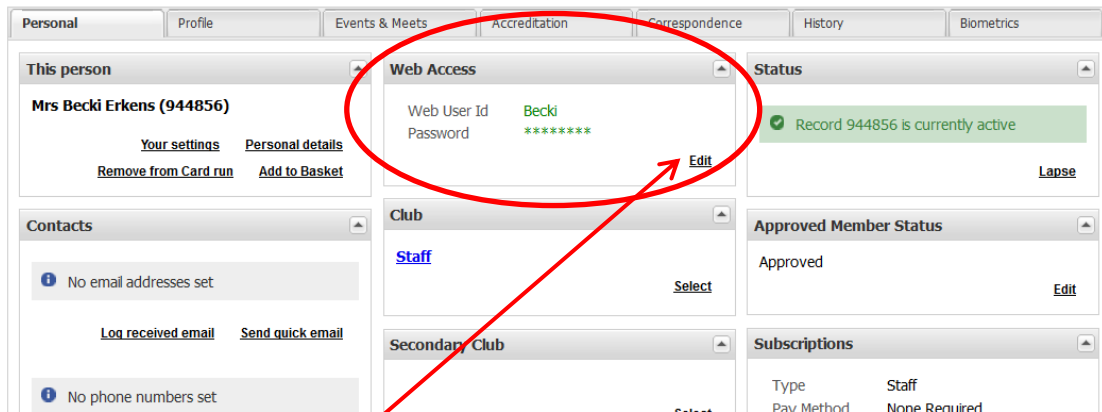- Or use the Advanced tab to search more specific attributes

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
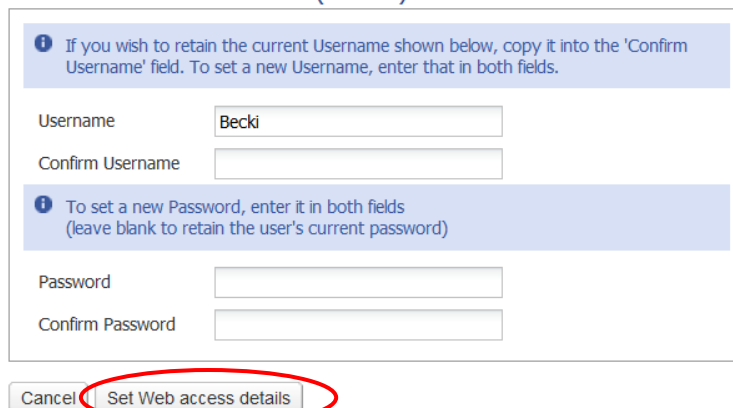

3

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.