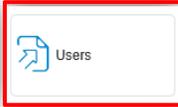


Updating User Accounts: Contact Information

1

From the Home screen, click the **Users** fast link.



2

Enter the Username or Last Name.

Search for a User

Username	Last Name	Office
	shepherd	

Then click the **Search Current** button.

Search Current

3

Click the **user name** link in the **User Name** field in the search results to display the User Summary.

User Name ↑	Name	Office Name	Start Date	End Date
dshepherd	Shepherd, Derek	Harrisburg Hospital	01/01/1900	

4

Click the **Update Contact Information** link on the User Summary.

Work Number:
- Ext
Cell Number:
-
Home Number:
- Ext
Fax Number: - Ext
E-mail:
dshepherd@hbghosp.com
Preferred Contact:

Update Contact Information

5

Enter or correct the contact data.

Work Number: 717 555-1234 Ext ____

Cell Number: ____ - ____

Home Number: ____ - ____ Ext ____

Fax Number: ____ - ____ Ext ____

E-mail: derek.shepherd@anyhospital.com

Preferred Method of Contact: E-Mail ▾

6

Click the **Finish** button to save the change(s).

Finish