

Editing other User profiles

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Each User has a User profile that contains their details and the personal settings for their account. Only OnceHub Administrators can edit other User profiles.

In this article, you'll learn about editing other User profiles.

Editing other User profiles

1. Sign in to your OnceHub account.
2. Then, open the left sidebar and click **Users**. The Users lobby will open.

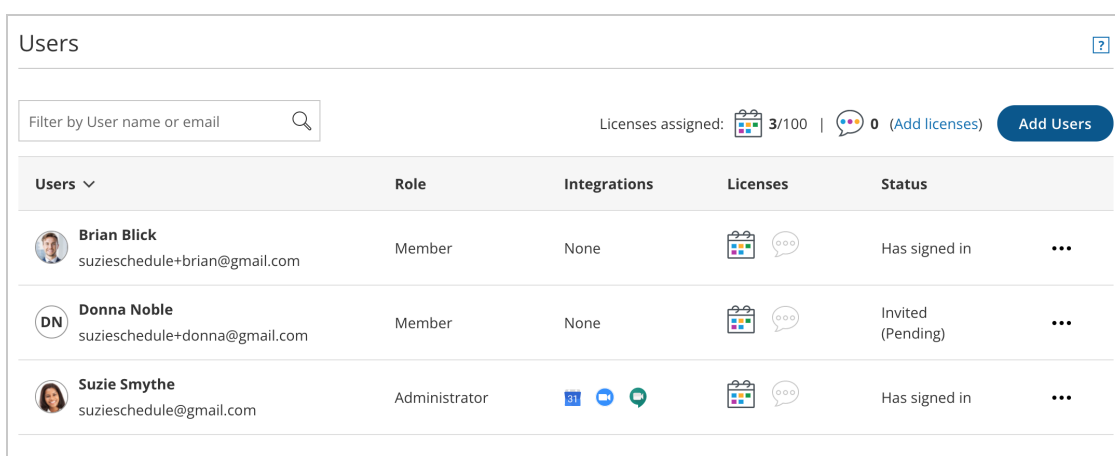


Figure 1: Users lobby

3. Click on the User whose profile you would like to access.
 - To find a specific User, type their name into the **Filter by User name** box. This is useful if you have a large number of Users in your account.
 - You can also sort Users by name, role or assigned Licenses by clicking the arrow next to any of the fields.
4. The User's profile will open.

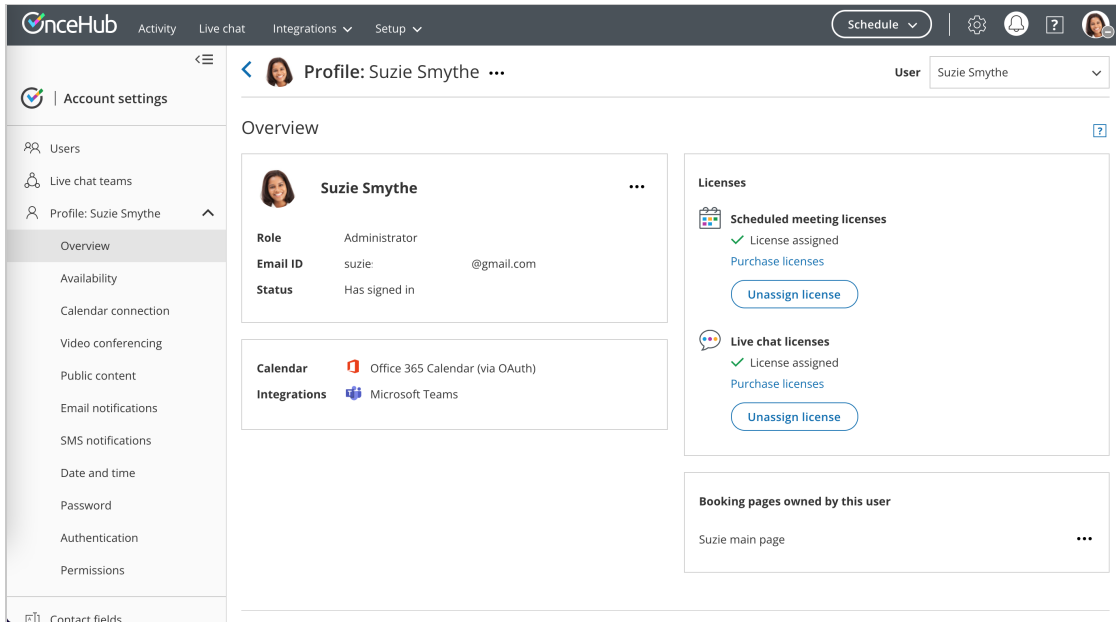


Figure 2: User Overview page

- To switch to a different User, simply select them from the **User** drop-down in the top right corner of the profile section.



Figure 3: User drop-down

You can edit the personal details of other Users and assign or unassign Licenses from their profile.

[Does my User need an assigned license?](#)

[How to assign or unassign licenses to Users](#)

You can also edit email notification settings, date and time settings, and product-specific settings for all Users in the OnceHub Account. [Learn more about the User profile sections](#)