

# WPN: Editing User Information

This tutorial shows you how to change user login information in WPN. Only Principal Admin Users have the permission to add or delete users or change a user's information. All users can set their own password. If the Principal Admin User is no longer available to sign in or needs to be changed, please contact 64Seconds and you will be given a temporary login.

## Step 1: Log in to WPN2

Log in to WPN2 using the Principal Admin User's login information or the temporary login information provided by 64seconds.

## Step 2: Edit User Information

1. Tap on the Utility icon on the map. If the icon is not readily noticeable on the map, first search for "Utility" then tap on the name of the Utility.
2. Tap on the Users row in the Utility view.
3. Tap on the user you would like to change.
4. Change the user's name, initials, and login email address. Then tap **Set Password**. Enter the user's password and then tap **Submit**. The password must be at least 6 characters. Please be sure to keep a record of the password. NB: The password is only stored on the iPhone or iPad that you're using now. Passwords have to be re-entered on any other devices.
5. Select the type of user: Admin, Regular or Basic (see the *Managing Users* tutorial for more

## Step 3: Log Out to Save User Information

6. Log out of WPN2 and then log back in using the new user login email address and password.
7. Sync with the WPN Cloud so that new user information will be updated on other devices.

