

# Editing User Profiles -District Admin only-

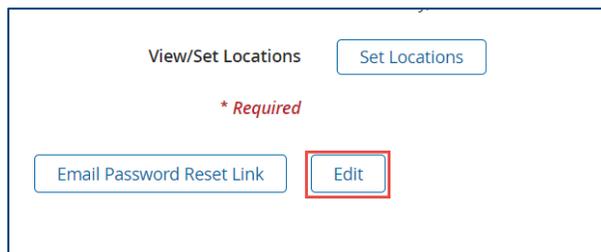
Welcome to PowerSchool Professional Learning. Follow the instructions below to adjust user profile information including email addresses, usernames, locations, name, hire date, and ALSDE ID for a user.

## Accessing User Account

1. Go to the **Administration** tab.
2. Click on **User Accounts**.
3. Use the **Search** bar to search for a user.
4. Click on the name of the user.

## Changing User information (email, username, first name, middle name, last name, hire date, ALSDE ID) \*ALSDE ID is the TEACH ID number\*

1. Click **Edit** at the bottom of the screen.



A screenshot of a user profile management interface. At the top, it says "View/Set Locations" with a "Set Locations" button. Below that, there is a red asterisk and the word "Required". At the bottom, there are two buttons: "Email Password Reset Link" and "Edit". The "Edit" button is highlighted with a red border.

2. Adjust appropriate information and click **Save** at the bottom of the page.



A screenshot of the bottom of the user profile management interface. It shows a red asterisk and the word "Required". At the bottom, there are three buttons: "Email Password Reset Link", "Save", and "Cancel/Manage". The "Save" button is highlighted with a red border.

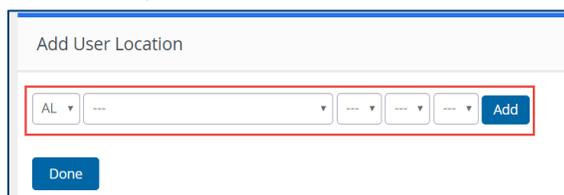
## Changing Location

1. Click **Set Location** to choose the appropriate locations for the user.



A screenshot of the "View/Set Locations" section of the user profile management interface. The "Set Locations" button is highlighted with a red border.

2. Use the dropdowns to select the correct location and click **Add**.



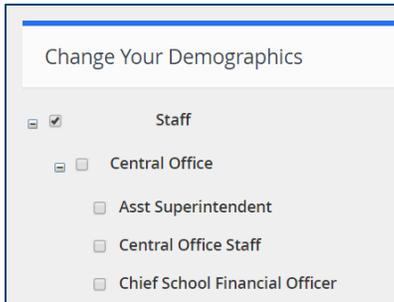
A screenshot of the "Add User Location" form. It features a row of four dropdown menus, each with "AL" and "---" as options. To the right of the dropdowns is an "Add" button. Below the form is a "Done" button.

## Changing Demographic

1. Click **Set Demographics** to choose the appropriate locations for the user.



2. Place a check next to the demographics that you would like to set. Use the + and – to expand/collapse the selection tree. Options will depend on the staff position assigned to the user.



3. Click **Done** at the bottom of the page.