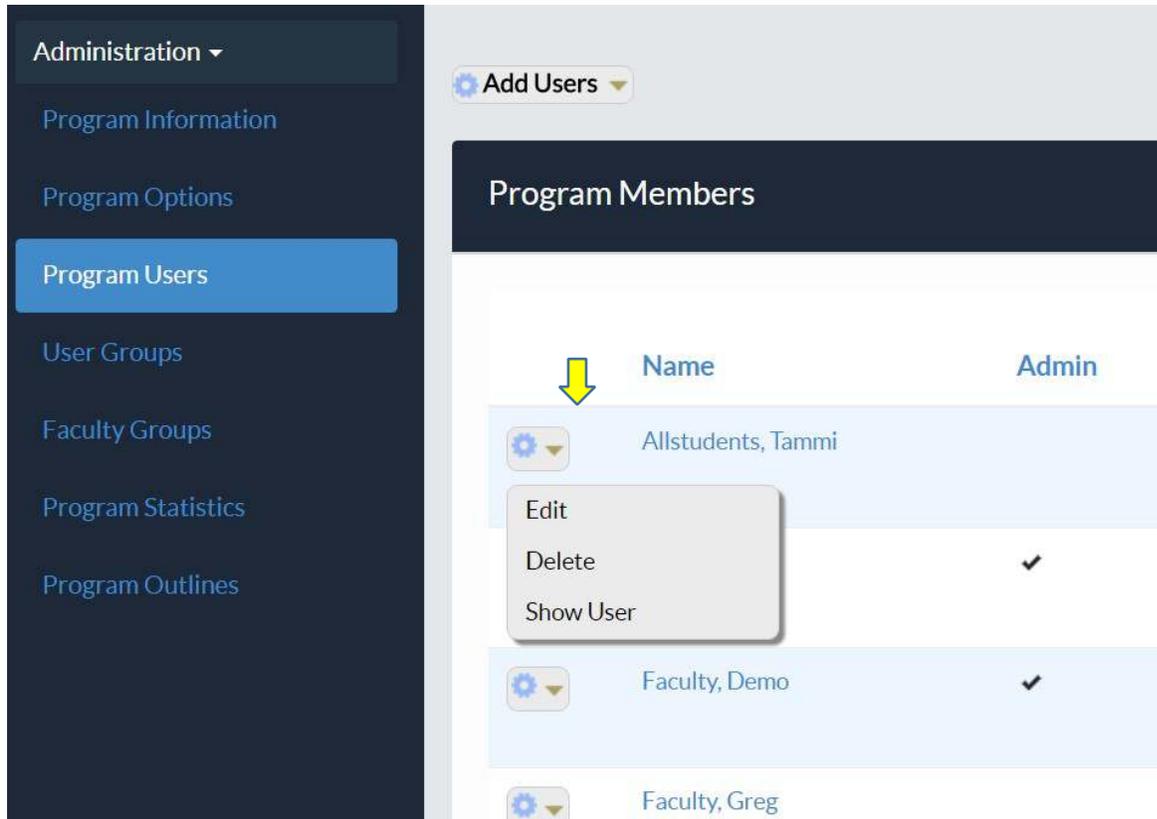


Updating End User Information Document

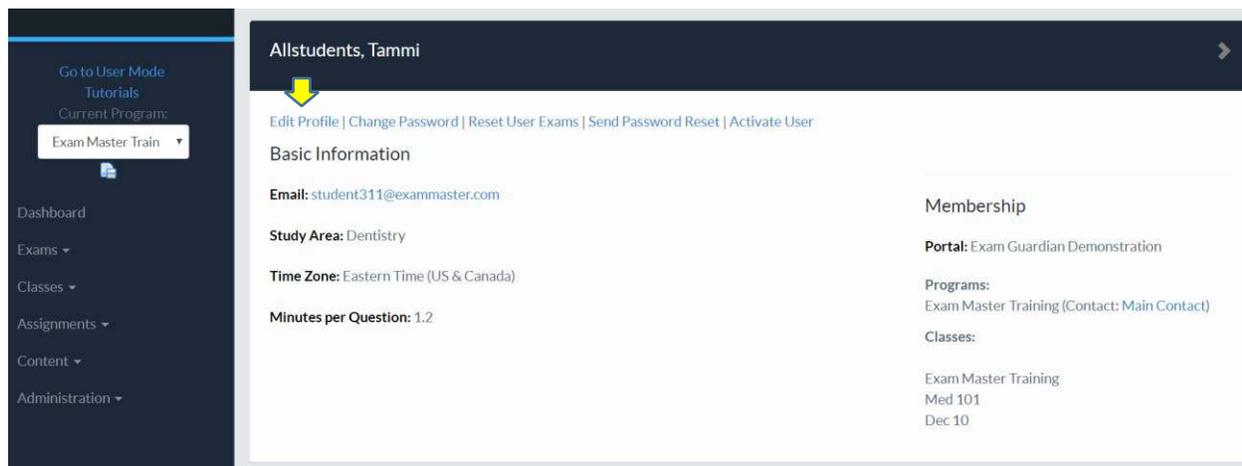
1. Click **Administration**
2. Select **Program Users**
3. Click the **blue gear** to the left of the end user's name you want to update end user information
4. Select **Show User** from the options



The screenshot shows the 'Program Members' interface. On the left, a navigation menu has 'Program Users' highlighted. The main content area has a header 'Program Members' and an 'Add Users' button. Below is a table with columns 'Name' and 'Admin'. A yellow arrow points to a gear icon next to the user 'Allstudents, Tammi'. A dropdown menu is open, showing 'Edit', 'Delete', and 'Show User' options. The 'Admin' column has checkmarks for 'Allstudents, Tammi' and 'Faculty, Demo', and a gear icon for 'Faculty, Greg'.

Name	Admin
Allstudents, Tammi	✓
Faculty, Demo	✓
Faculty, Greg	

You will then be directed to the user's information page:



The screenshot shows the user information page for 'Allstudents, Tammi'. The left sidebar has 'Administration' > 'Program Users' selected. The main content area has a header 'Allstudents, Tammi' and a dropdown menu. Below is a section for 'Basic Information' with fields for 'Email', 'Study Area', 'Time Zone', and 'Minutes per Question'. To the right is a 'Membership' section with 'Portal', 'Programs', and 'Classes' listed.

Basic Information

- Email: student311@exammaster.com
- Study Area: Dentistry
- Time Zone: Eastern Time (US & Canada)
- Minutes per Question: 1.2

Membership

- Portal: Exam Guardian Demonstration
- Programs: Exam Master Training (Contact: Main Contact)
- Classes: Exam Master Training, Med 101, Dec 10

5. Select **Edit Profile**

First Name *	<input type="text" value="Tammi"/>
Last Name *	<input type="text" value="Allstudents"/>
Email *	<input type="text" value="student311@exammaster"/>
State	<input type="text"/>
Time Zone *	<input type="text" value="(GMT-05:00) Eastern T"/>
Study Area *	<input type="text" value="Dentistry"/>
Student ID	<input type="text"/>

Override Default Minutes per Question

Allow Marketing Emails

Check this box to receive non-system and update emails. These emails may include marketing about new features, upcoming events that Exam Master may be attending, as well as surveys. Your email address will not be made available to any individual or company outside of Exam Master Corporation as per the EM OnLine Licensing Agreement.

Qualifies for Accommodations

* Required



6. Click **Save**