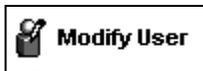# Modify User

The Modify User wizard guides you through the process of updating or correcting a user record. *(**NOTE**: if using patron processing, certain manual changes MAY NOT work – check with your ITC for details)*

1. ***Click*** on User Maintenance Wizard Group
2. ***Click*** on Modify User Wizard

Modify User screen displays.

3. ***Select*** a user and Click the Modify User button.

   Modify User screen displays.

4. User information displays based on the selected tab folder options. ***Make changes*** to the information in the tab folders*.*

5. ***Click*** Modify User when you have finished modifying the user information.

6. ***Select*** from options.

Note: For more detailed information or specific questions, use HELP wizard.