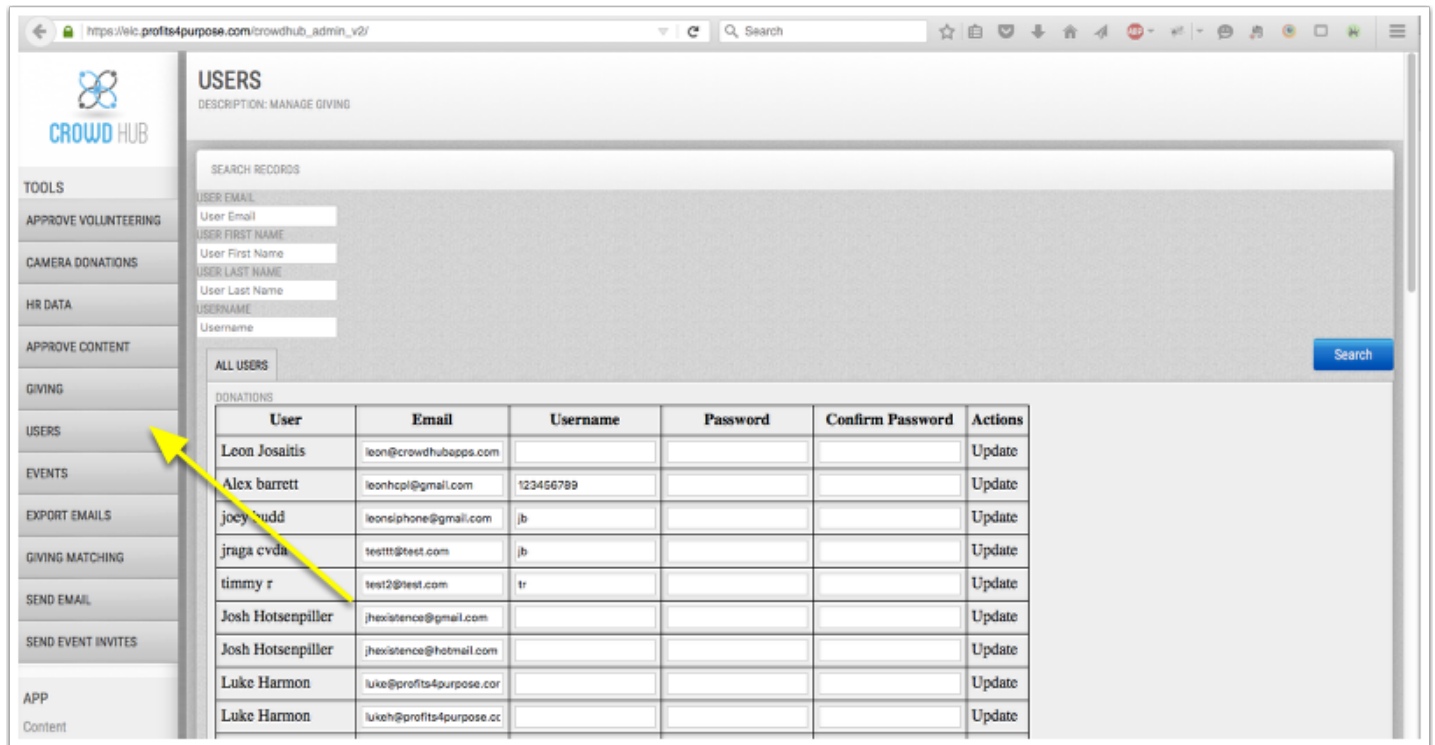


# How to update user email/password manually

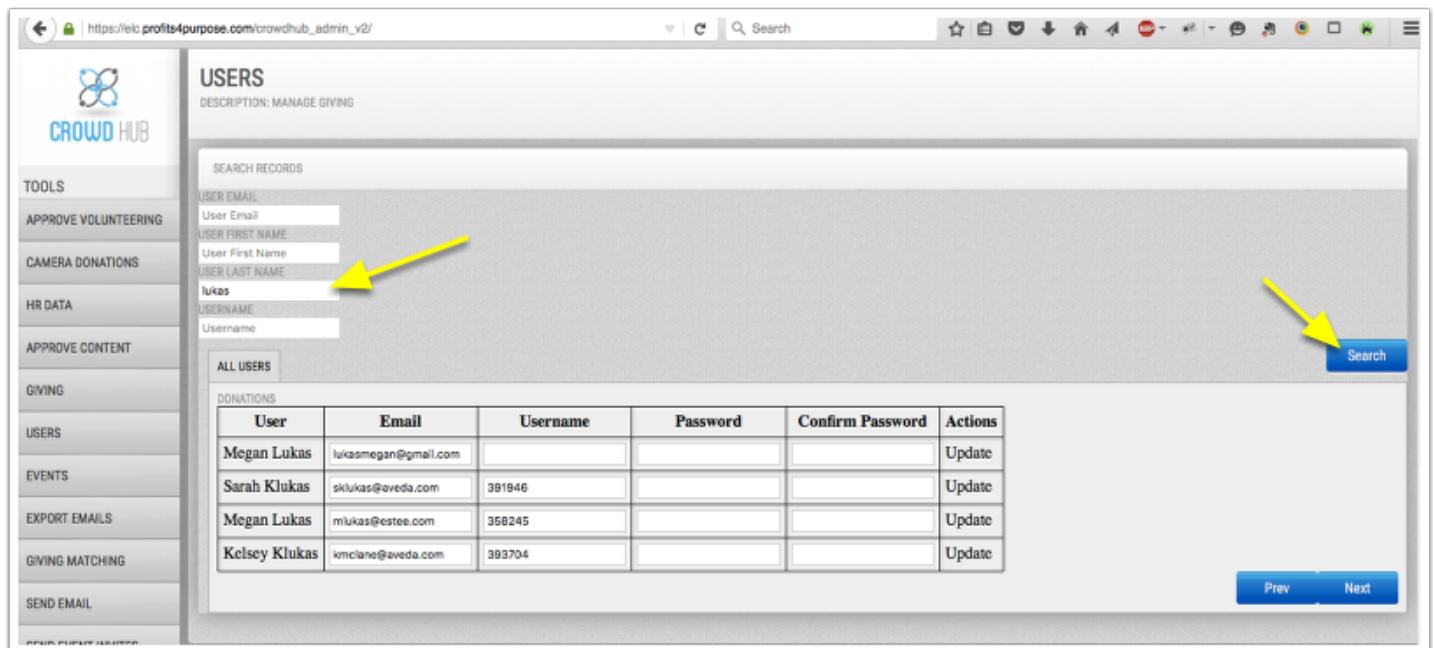
## 1. Click on "Users" in the lefthand nav bar



The screenshot shows the CROWD HUB interface. On the left is a navigation bar with a 'CROWD HUB' logo and a list of tools: APPROVE VOLUNTEERING, CAMERA DONATIONS, HR DATA, APPROVE CONTENT, GIVING, **USERS** (highlighted with a yellow arrow), EVENTS, EXPORT EMAILS, GIVING MATCHING, SEND EMAIL, SEND EVENT INVITES, and APP. The main content area is titled 'USERS' with the description 'MANAGE GIVING'. It features a 'SEARCH RECORDS' section with input fields for 'USER EMAIL', 'USER FIRST NAME', 'USER LAST NAME', and 'USERNAME', followed by a 'Search' button. Below this is a table of users with columns: User, Email, Username, Password, Confirm Password, and Actions. The table lists several users, including Leon Josaitis, Alex Barrett, Joey Budd, Jraga cvda, timmy r, Josh Hotsenpiller, Luke Harmon, and another Luke Harmon.

User	Email	Username	Password	Confirm Password	Actions
Leon Josaitis	leon@crowdhubapps.com				Update
Alex Barrett	leonhpl@gmail.com	123456789			Update
Joey Budd	leonsipho@gmail.com	jb			Update
Jraga cvda	testtt@test.com	jb			Update
timmy r	test2@test.com	tr			Update
Josh Hotsenpiller	jhexistence@gmail.com				Update
Josh Hotsenpiller	jhexistence@hotmail.com				Update
Luke Harmon	luke@profits4purpose.cor				Update
Luke Harmon	lukeh@profits4purpose.cc				Update

## 2. Enter in search term and click on "Search"



The screenshot shows the same CROWD HUB interface, but now the search term 'lukas' has been entered in the 'USER LAST NAME' field (indicated by a yellow arrow). The 'Search' button (also indicated by a yellow arrow) has been clicked, resulting in a filtered list of users. The table now shows only four users: Megan Lukas, Sarah Klukas, Megan Lukas, and Kelsey Klukas. At the bottom right of the table, there are 'Prev' and 'Next' buttons.

User	Email	Username	Password	Confirm Password	Actions
Megan Lukas	lukasmegan@gmail.com				Update
Sarah Klukas	sklukas@aveda.com	381946			Update
Megan Lukas	mlukas@estee.com	358245			Update
Kelsey Klukas	kmclane@aveda.com	393704			Update

## 3. Enter in updated email and/or password then click on "Update"

Below you can update a user's email address or password. After doing so, make sure to click "Update". It's best **not** to change the Username since this is the unique identifier sent over from the HR file.

ALL USERS

Search

DONATIONS

User	Email	Username	Password	Confirm Password	Actions
Megan Lukas	lukasmegan@gmail.com		newpassword	newpassword	Update
Sarah Klukas	sklukas@aveda.com	391946			Update
Megan Lukas	mlukas@estee.com	358245			Update
Kelsey Klukas	kmclane@aveda.com	393704			Update

Prev

Next