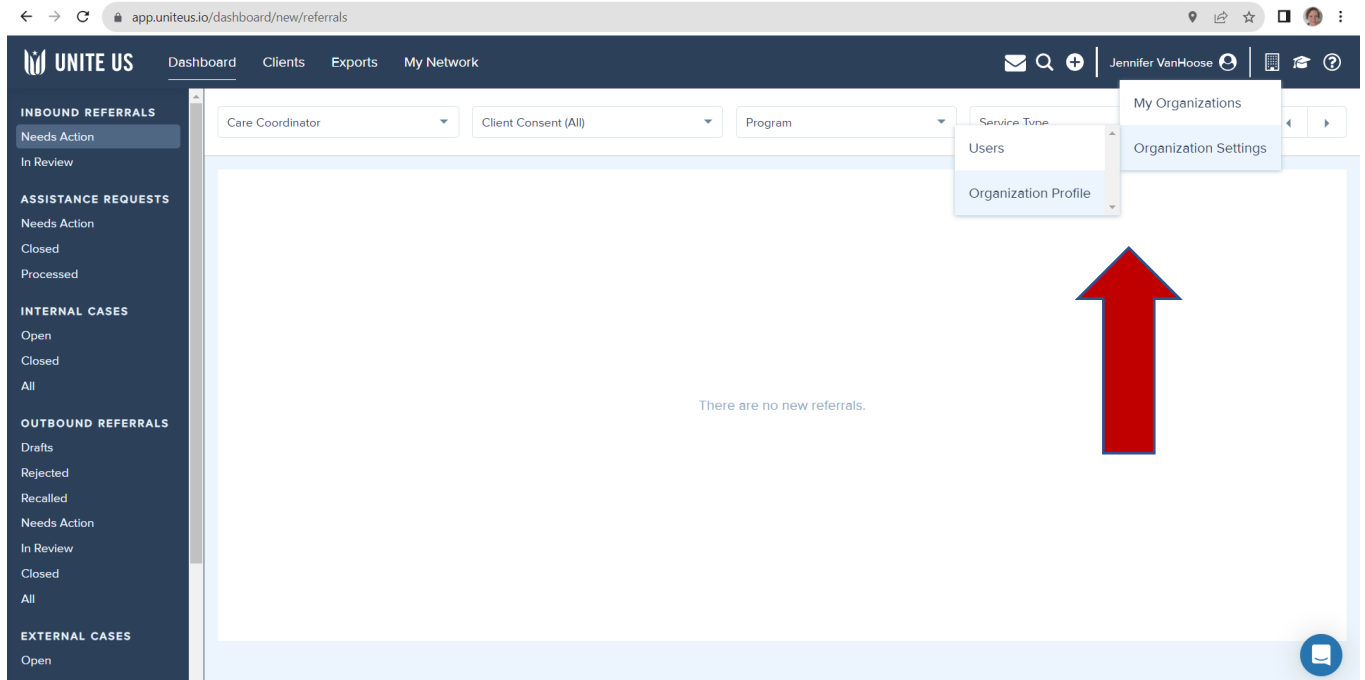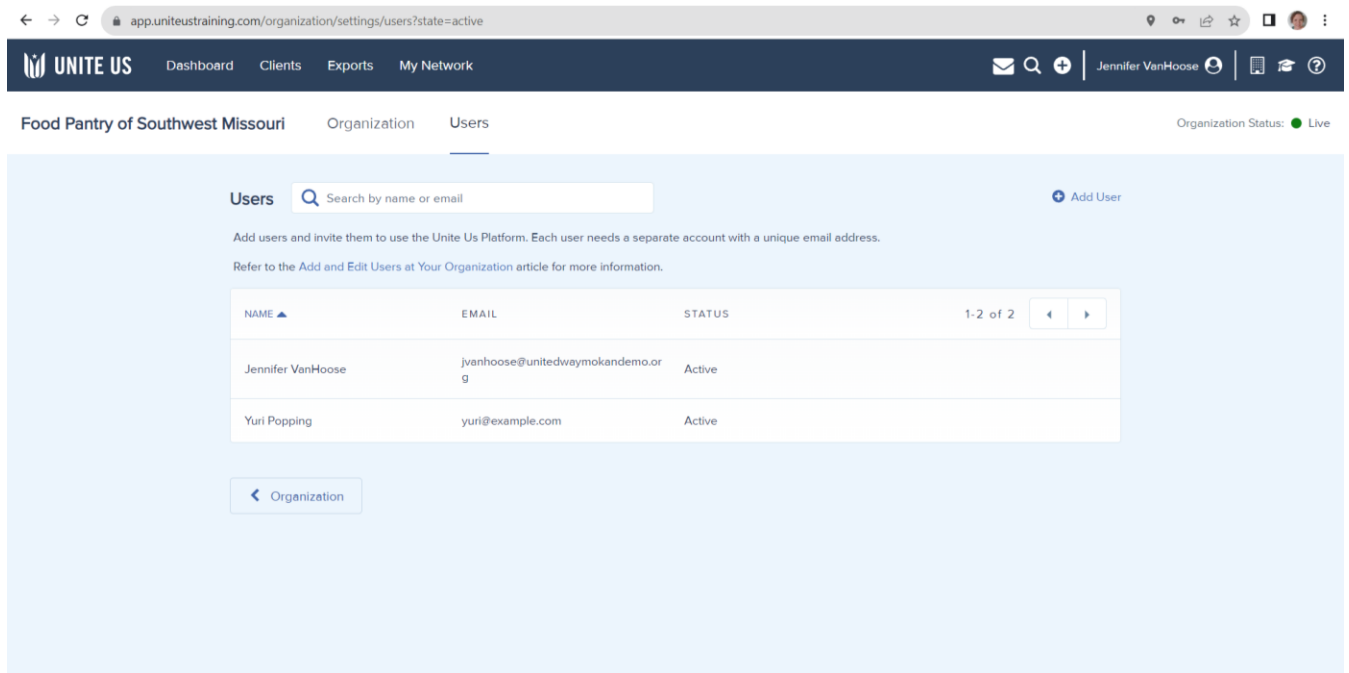# Instructions for Editing, Adding, and/or Deactivating Users
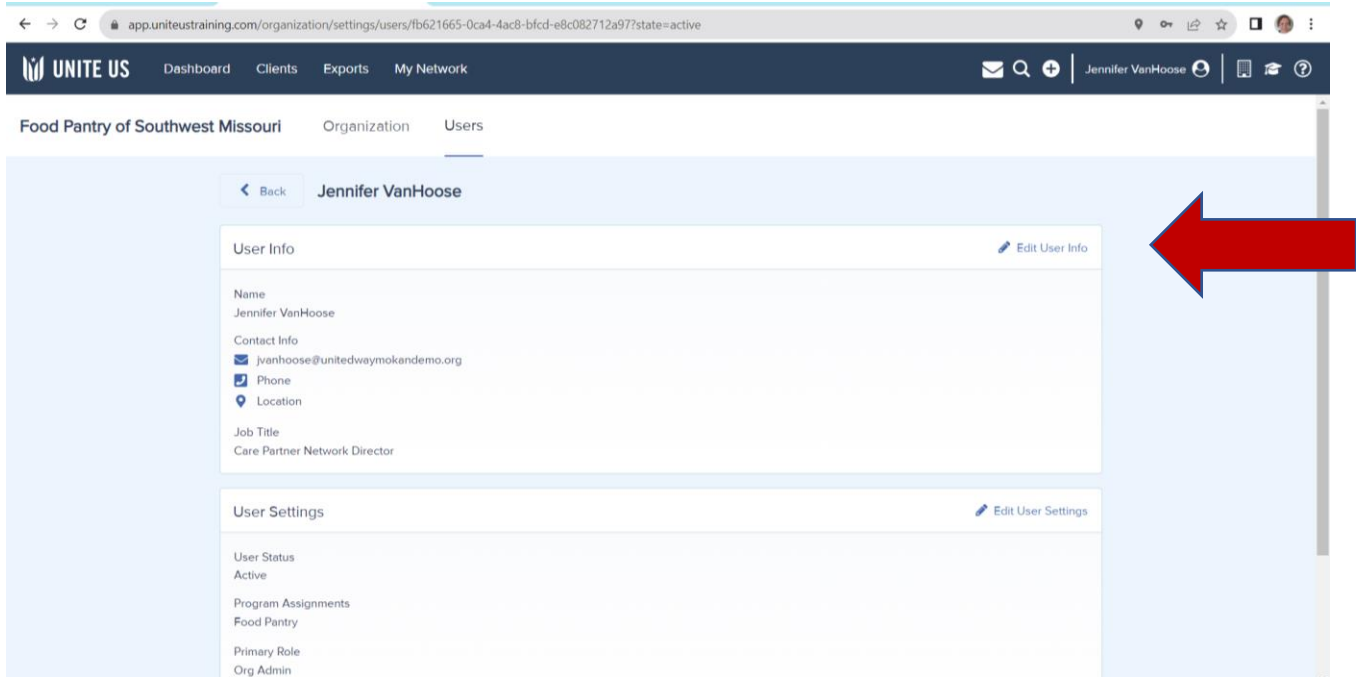
Log into Unite Us and click on the icon in the top right that looks like a building. Choose Organization Settings and then choose Users.
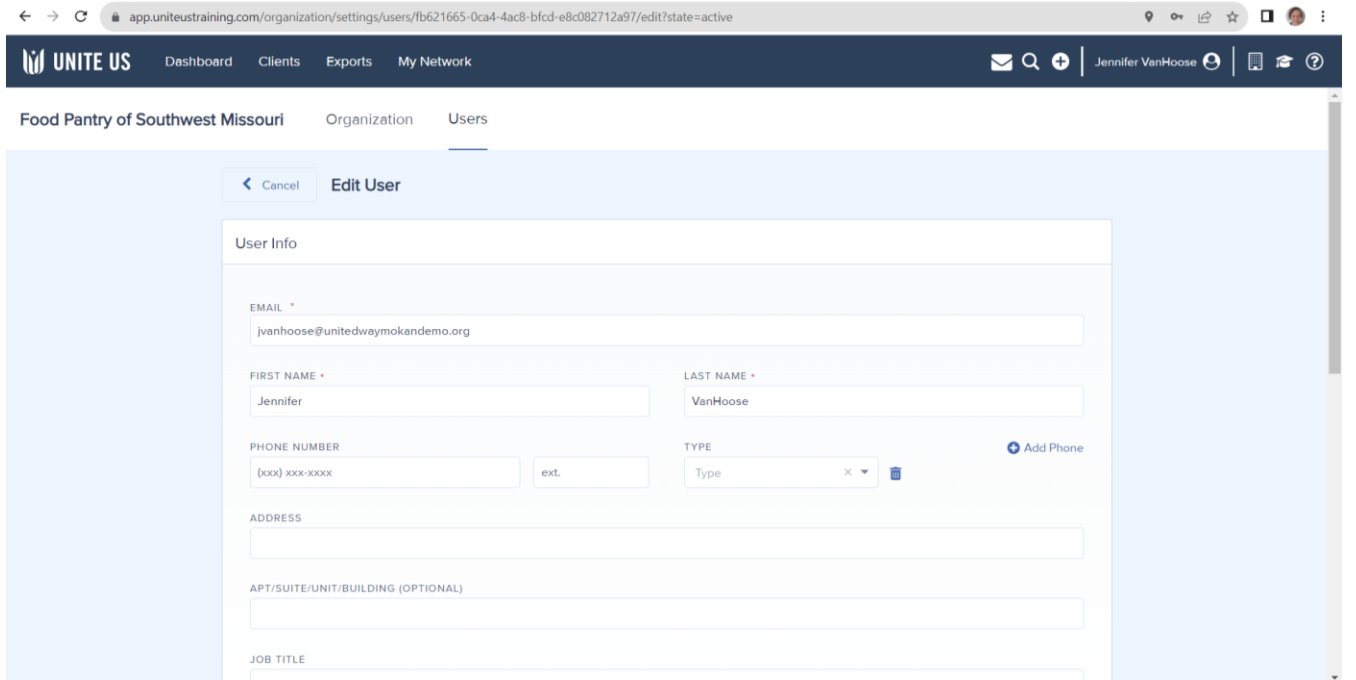

You'll be taken to this page.

To edit a user, click on their name. Then click on the pencil icon to edit the desired section.

Edit the information. You can also activate and deactivate a user in the User Status section. When edits are complete, hit the SAVE button at the bottom of the screen.

UNITE US   Dashboard   Clients   Exports   My Network   Jennifer VanHoose

Food Pantry of Southwest Missouri   Organization   Users

User Settings

USER STATUS
A user's status controls their access to the Unite Us Platform. An inactive user cannot access the platform.

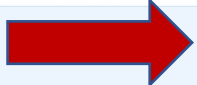Active   × ▲

Active

Inactive

USER ROLE *
A user's role controls their core experience on the platform and which features they can access. Learn more.

Org Admin   × ▼

Save