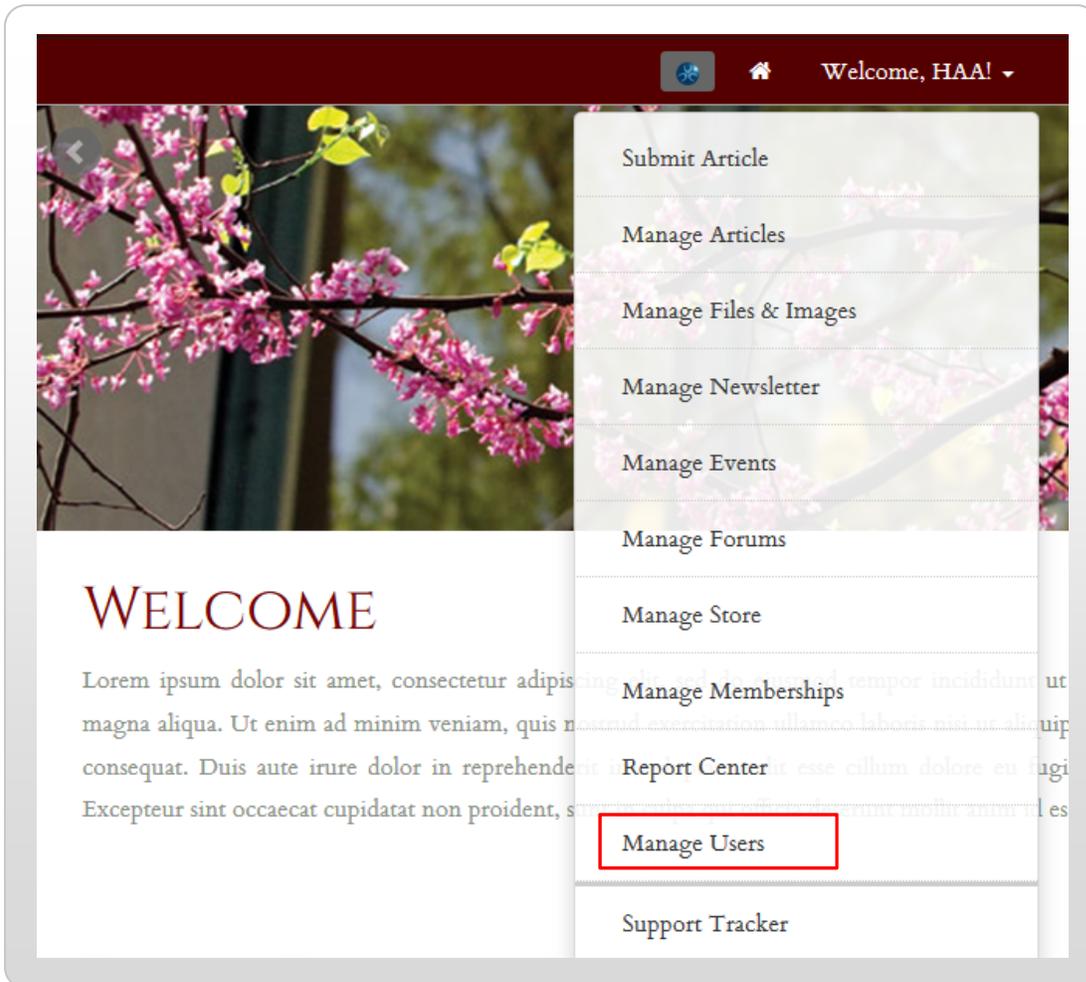


Updating User Profile Data

As a site administrator, you sometimes may need to access a user's profile to make changes on his or her behalf. **Note:** use **only** the instructions in this guide to edit user profile information—**do not** use the process in the training guide titled “[Viewing User Profile Data](#)” to modify user profiles, as this may introduce erroneous information into users' accounts. To **modify** user profile data, refer to the sections that follow.

1. Click the admin menu button  and select “**Manage Users.**”



The **profile management** screen appears—from this screen, you can search for users within your site's database and update information associated with their accounts (see next page for a visual example).

- Use the search fields within the profile management screen to locate the user whose profile information you wish to update:

- To perform the search, click the “Apply Filter” button next to the “Output to Browser” drop-down menu below the search fields:



Results for your search appear below the “Apply Filter” button within your web browser:

ID Email	Screen Name	First	Last	Level	Status	Renewed	Expires	Action
1 ops@omnimagnet.com	Magnet Team	Magnet	Team		No Membership			Select Action
17 alumni_magnet@harvard.edu		HAA	Admin		No Membership			Select Action
61 ops2@omnimagnet.com	Magnet Team	Magnet	Team		No Membership			Select Action

4. To edit profile information for a specific user, select “**Masquerade as User**” under the “**Action**” dropdown menu to the right of the user name:

Status	Renewed	Expires	Action
No Membership			Select Action
No Membership			Select Action
No Membership			Select Action Edit Account Info Edit Profile Info Masquerade as User



5. On the confirmation screen that appears, click the “**Masquerade**” button at the bottom:

MASQUERADE AS USER...

This feature allows the admin to "pretend" he or she are a different user.

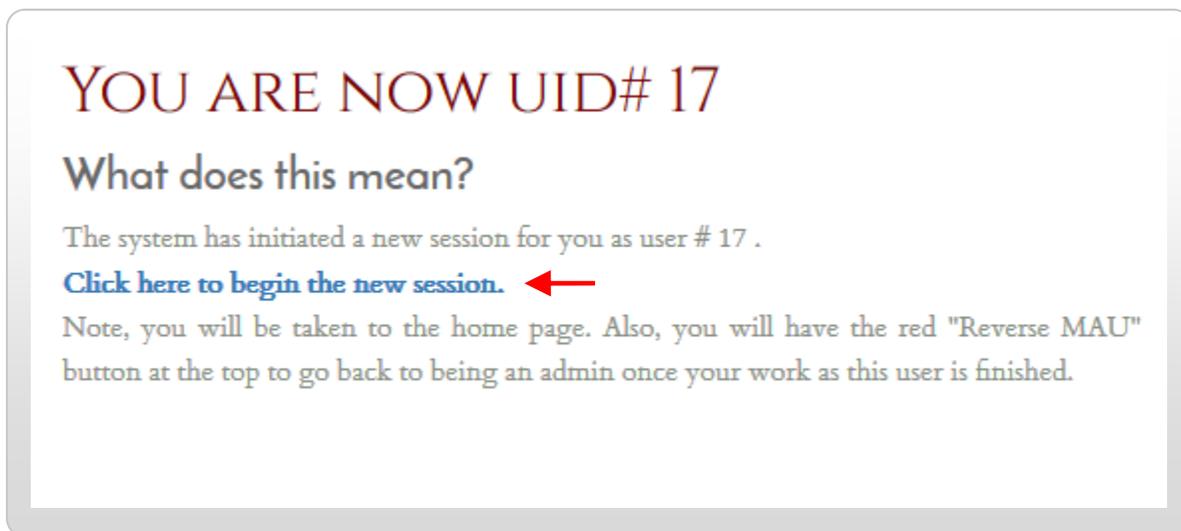
Once you click the **Masquerade** -> button, you will be logged-in as this user and will have full control over the account.

Note: all Masquerade actions are carefully logged.

Masquerade ->

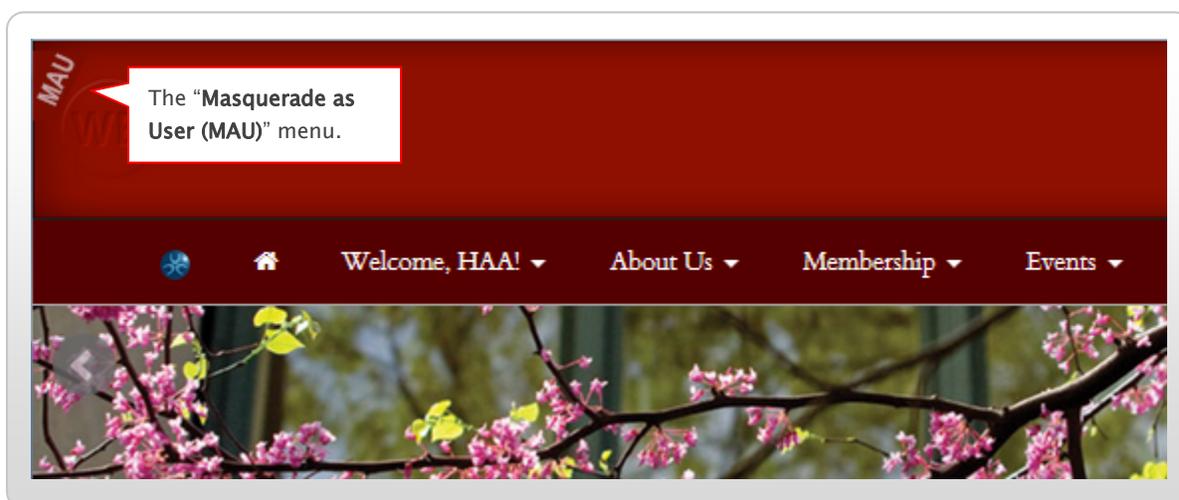
A second confirmation screen appears (see next page).

6. On the second confirmation screen, select the “Click here to begin the new session” link.



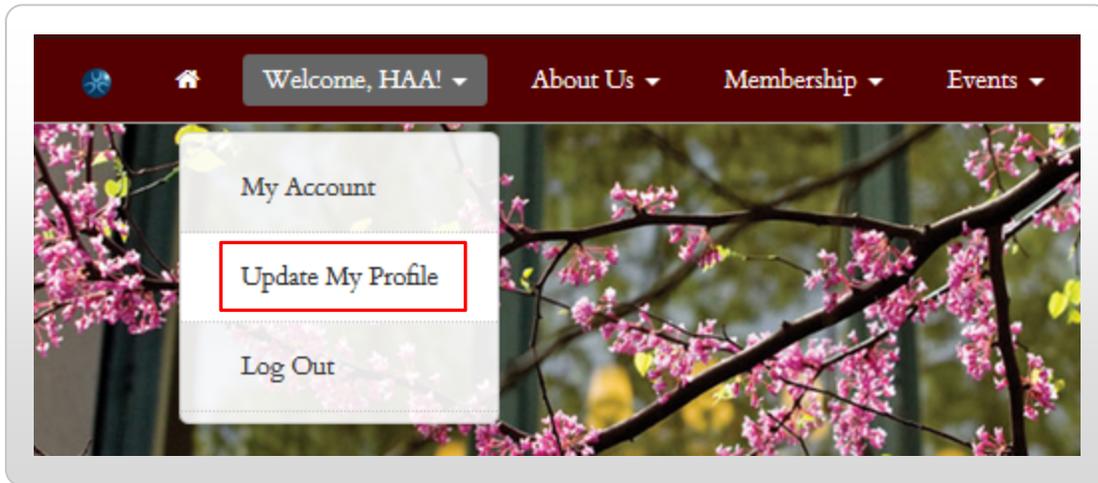
A new user masquerade session is initiated under the user ID you selected (i.e., you are now logged into the system as the selected user).

7. Verify that you are logged in as the selected user by ensuring that the “Masquerade as User (MAU)” menu appears at the upper left of your screen (you’ll also need to use this feature to close your session when done).



Note: If you do not see the icon for the MAU menu, post a question to [Support Tracker](#) or contact alumni_magnet@harvard.edu for assistance—the AlumniMagnet team will respond as soon as possible.

8. Once you've confirmed that your session is active, you can then proceed to edit the user profile. Click the **"Welcome"** menu at the top of your screen, and select **"Update My Profile."**



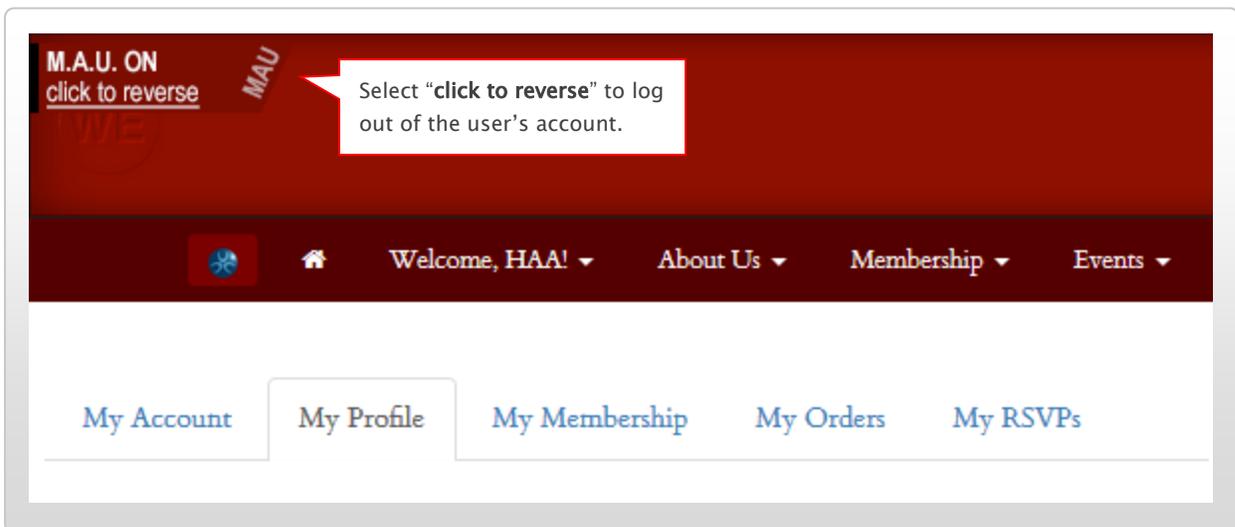
The **profile editor** screen appears. Use the fields provided to make any required changes to the user's account:

A screenshot of the profile editor screen. At the top, there are tabs for "My Account", "My Profile", "My Membership", "My Orders", and "My RSVPs". The "My Profile" tab is selected. Below the tabs is a dark red header with the word "PERSONAL" in white. Underneath, the user's name "HAA Admin" is displayed. There are two checkboxes: "Exclude me from the online directory." and "Hide email addresses in my online profile." Below these are two text input fields: "Nickname:" with the placeholder "Nickname" and "Preferred Email:" with the value "alumni_magnet@harvard.edu". At the bottom, there is a checkbox for "Subscribe me to the eNewsletter".

When finished, click the **"Update Profile"** button at the bottom of your screen to save your changes:



9. After updating the user’s profile, you’ll need to end your MAU session. Roll over the MAU menu icon shown in step 7 to expand it, and select “**click to reverse**” to exit the account.



Your session ends, and the system returns you to the profile management screen shown in step 2.



Note: If you need to update profile information for more than one user, be sure to click the “**Home**” button  after ending each MAU session. This resets your browser and prevents the occurrence of session errors.

Questions on this guide? Please post any questions to [Support Tracker](#) and the AlumniMagnet team will respond as soon as possible.