

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## How to Update Profiles through Manage Users

Step 1: Click on My Responsibilities



Step 2: Click on people



Step 3: Type in name and domain of desired user

**Manage Users** [Create an account for a new user](#)

Perform a search to find users and then perform actions for users.

**Last Name**  **First Name**  **User Search**  ▾

[See more search criteria](#)

Locked	Last Name	First Name	Job Title	Location	Activity	Action	Info
	Contentadmin401 (Cottrell)	DSS	No job title	, VA	Inactive	<input type="button" value="Create Password"/> ▾ <input type="button" value="Go"/>	
	COTTRELL	ROBERT	Prog Admin Manager II	RICHMOND, VA	Active	<input type="button" value="Edit Profile"/> ▾ <input type="button" value="Go"/>	