



Change a Person's Information

1. Begin by selecting **Person** under the **Main** menu and scrolling to the designated Name, or by conducting a **Name** search. Once located, double click into the Person.

The screenshot shows the 'Main' menu on the left with 'Person' highlighted. The 'Person' window on the right displays a table with columns for ID, Name, and Age.

ID	Name	Age
3690931	Lopez, Ariel	0
3690926	Lopez, Tianna	11
3690932	Lopez, Tianna	11

2. In the Person window, edit information as needed. Beyond First Name, Last Name, Email, Address, Grade, etc., edits may also be made in in Phones, Emergency, and Remarks tabs.

The screenshot shows the 'Person' window for ID 3690932. The 'Name' field is highlighted. The window includes fields for Pre, First, Last, Suffix, Email, Address, City, State, Zip, Birthdate, Age, Grade, and Gender. There are also checkboxes for 'Suspend Account' and 'Suspend Parent Portal', and a field for 'RT Cust ID'. The 'Phones' tab is selected, showing fields for First, Last, Relationship, and Phone.

3. **Save** once edits are complete. Changes will take place immediately and show on future reports pulled containing this information.

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