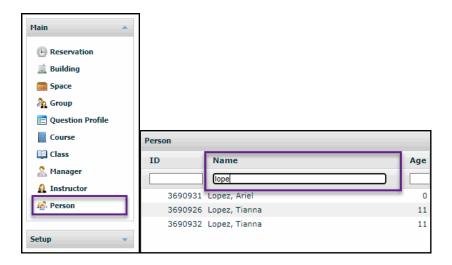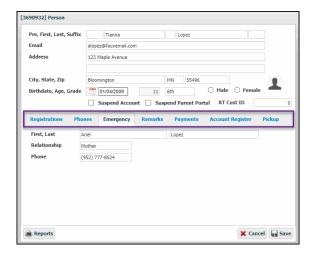# Change a Person's Information

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.

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.

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

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