



# Updating an Account

For Company Admins Only

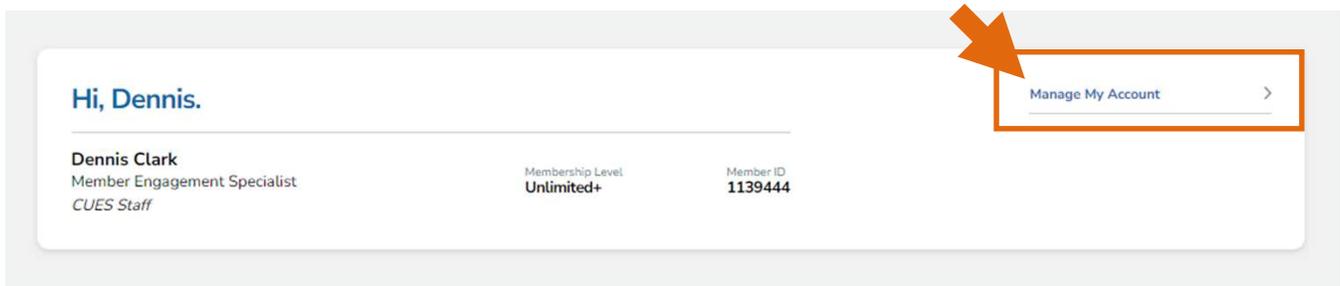
# Updating an Account

This process is for individuals already in the CUES System. This will trigger a welcome email from CUES to everyone added to the membership.

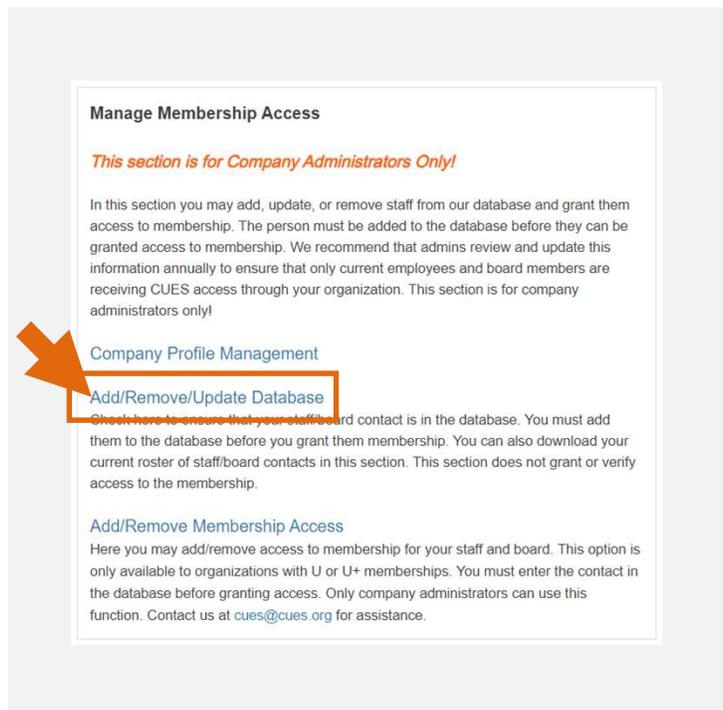
## PROCESS

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1. Once you are logged into cues.org, you'll be in the myCUES Dashboard. From here, click "Manage My Account".



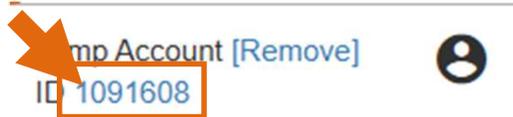
2. Scroll down to the "Manage Membership Access" section and click "Add/Remove/Update Database".



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## PROCESS (cont.)

3. Locate the person whose account needs to be updated in the list on the left-hand side and click their 'Member ID'.



4. The account will appear on the page. Make any necessary changes and click Save at the bottom of the page. \*If you are changing a title, be sure to adjust 'Position Level' and 'Department' as needed. And click 'Save'

First Name\*

Temp

Middle Name

Last Name\*

Account

Suffix

Please Select ▼

Nickname\*

Temp

Title\*

Professional Development

Position Level\*

Staff ▼

Department\*

HR/Training/Talent Dev ▼

Save