+++ title = "View and edit a user account" aliases = ["docs/sources/administration/manage-users-and-permissions/manage-server-users/view-user-account-details.md"] weight = 110 +++

# View user details

View user details when you want to see login, and organizations and permissions settings associated with a user.

## Before you begin:

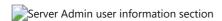- Ensure you have Grafana server administrator privileges

**To view user details**:

1. Sign in to Grafana as a server administrator.
2. Hover your cursor over the **Server Admin** (shield) icon until a menu appears, and click **Users**.
3. Click a user.

A user account contains the following sections.

### User information

This section contains basic user information, which users can update.

Server Admin user information section

### Permissions

This indicates whether the user account has the Grafana administrator flag applied. If the flag is set to **Yes**, then the user is a Grafana server administrator.

Server Admin Permissions section

### Organisations

This section lists the organizations the user belongs to and their assigned role.

Server Admin Organizations section

### Sessions

This section includes recent user sessions and information about the time the user logged in and they system they used. You can force logouts, if necessary.

Server Admin Sessions section

# Edit a user account

Edit a user account when you want to modify user login credentials, or delete, disable, or enable a user.

# Before you begin

- Ensure you have Grafana server administrator privileges

**To edit a user account**:

1. Sign in to Grafana as a server administrator.
2. Hover your cursor over the **Server Admin** (shield) icon until a menu appears, and click **Users**.
3. Click a user.
4. Complete any of the following actions, as necessary.

| Action | Description |
|---|---|
| Update name, email, or username | **Is the user notified of these changes?**. Click **Save** after you make a change. |
| Change the user's password | The new password must be at least four characters long. Click **Save** after you make a change. |
| Delete a user | This action permanently removes the user from the Grafana server. The user can no longer sign in after you make this change. |
| Disable user account | This action prevents a user from signing in with this account, but does not delete the account. You might disable an account if a colleague goes on sabbatical. |
| Enable a user account | This action enables a user account. |