MODIFY a SPS USER

Pull up the SPS user that you want to modify by entering your search criteria (NEXT KEY or SEARCH NAME) and then press Enter.

We will modify an SPS user id by changing the password to “new value” from “old value” by overtyping the existing information and then typing a “M” (for modify) under the ACT column for this particular user. Then press Enter.

Once you press Enter you will leave the screen where the user changes were just made. In order to verify those changes, you must execute another search (NEXT KEY or SEARCH NAME) for that same user and manually verify the changes for correctness.

If the change(s) are correct, notify the user that their SPS sign on changes have been made. The user modify request is now completed.