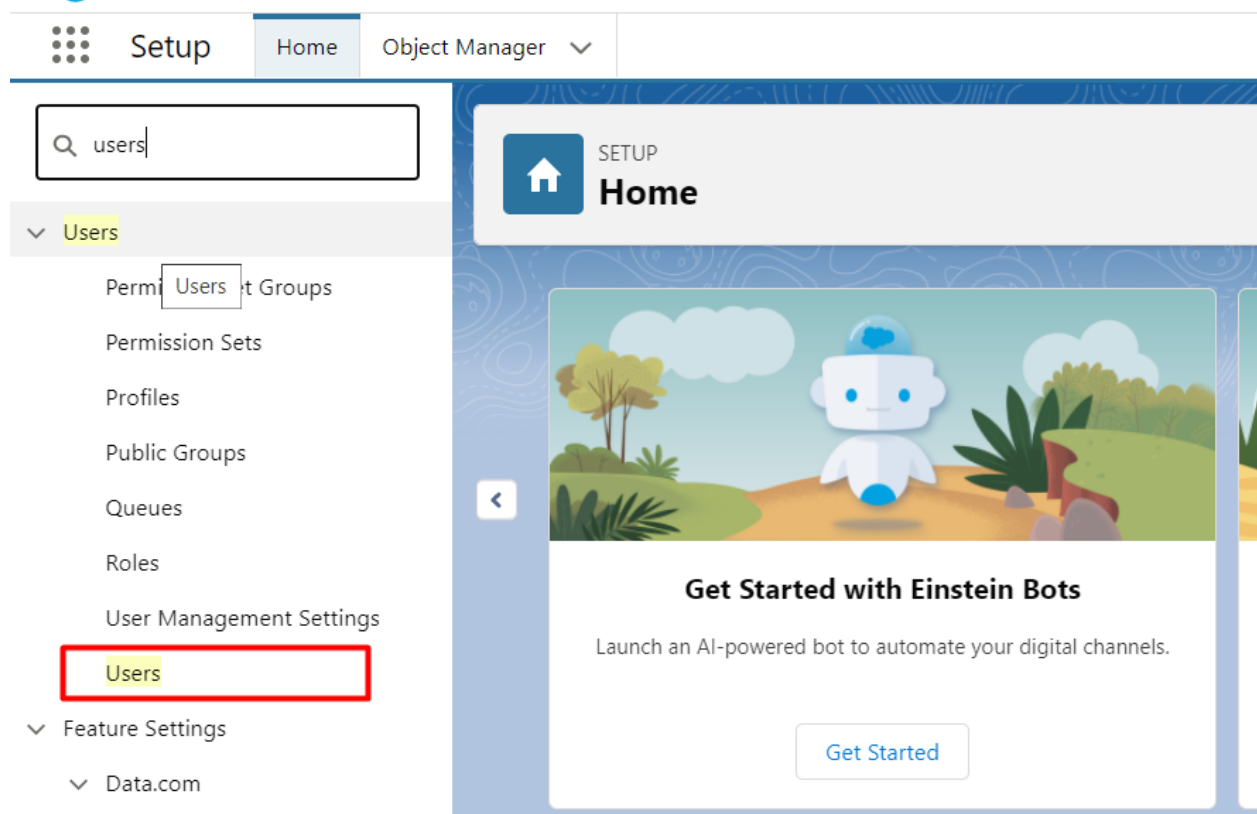**Step 1:** First step is to go to the quick find option and search users click on it to open.

Step 2: As you open it you will see the number of active users.

Step 3: Now if I want to make changes in any profile without changing the actual data I will go to quick find option and search profile and select standard user profile and click on clone.

Step 4: Standard user profile is a standard profile which can be completely modified but you can modify the cloned profile so after I click on clone I am naming it as My profile and clicking on save.
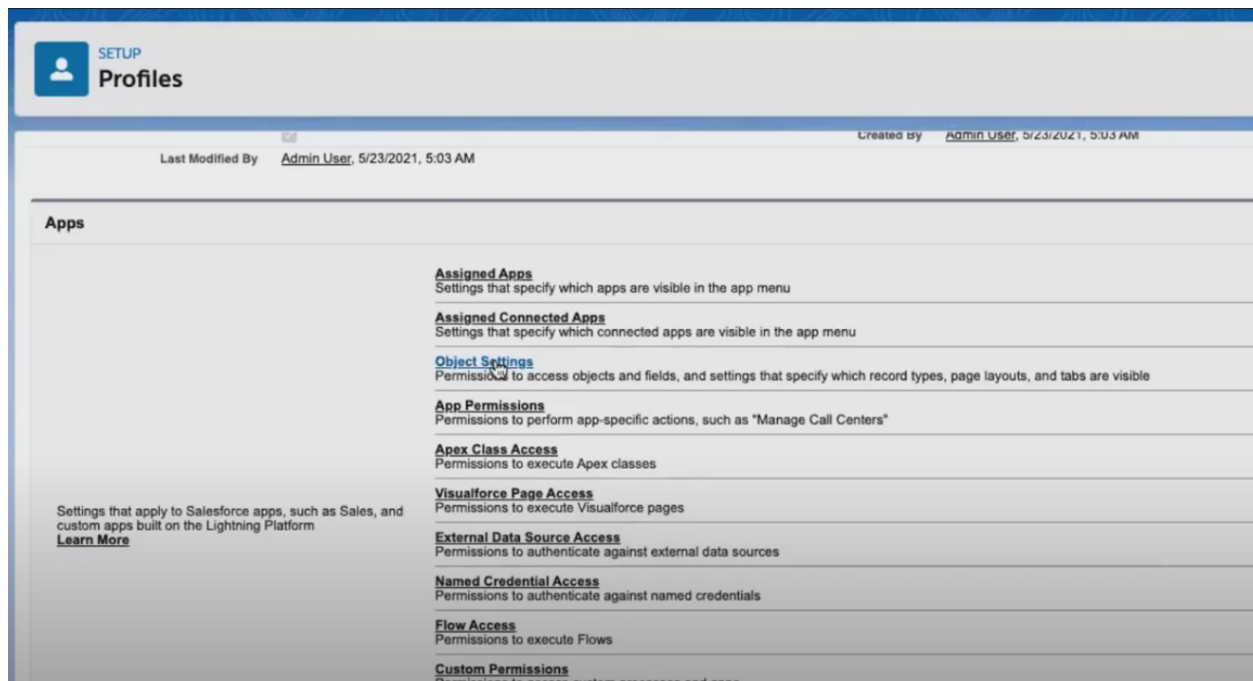
Step 5: Now I will assign users to this cloned profile so Now I will search again for users and using user record I will change profile so I am opening test user, clicking on edit and I am selecting my profile that is clone of standard profile and clicking on save.


Step 6: If you are logged in with a profile and you want to login with another profile for that you have to search for the login access policy and enable the checkbox and click on save.
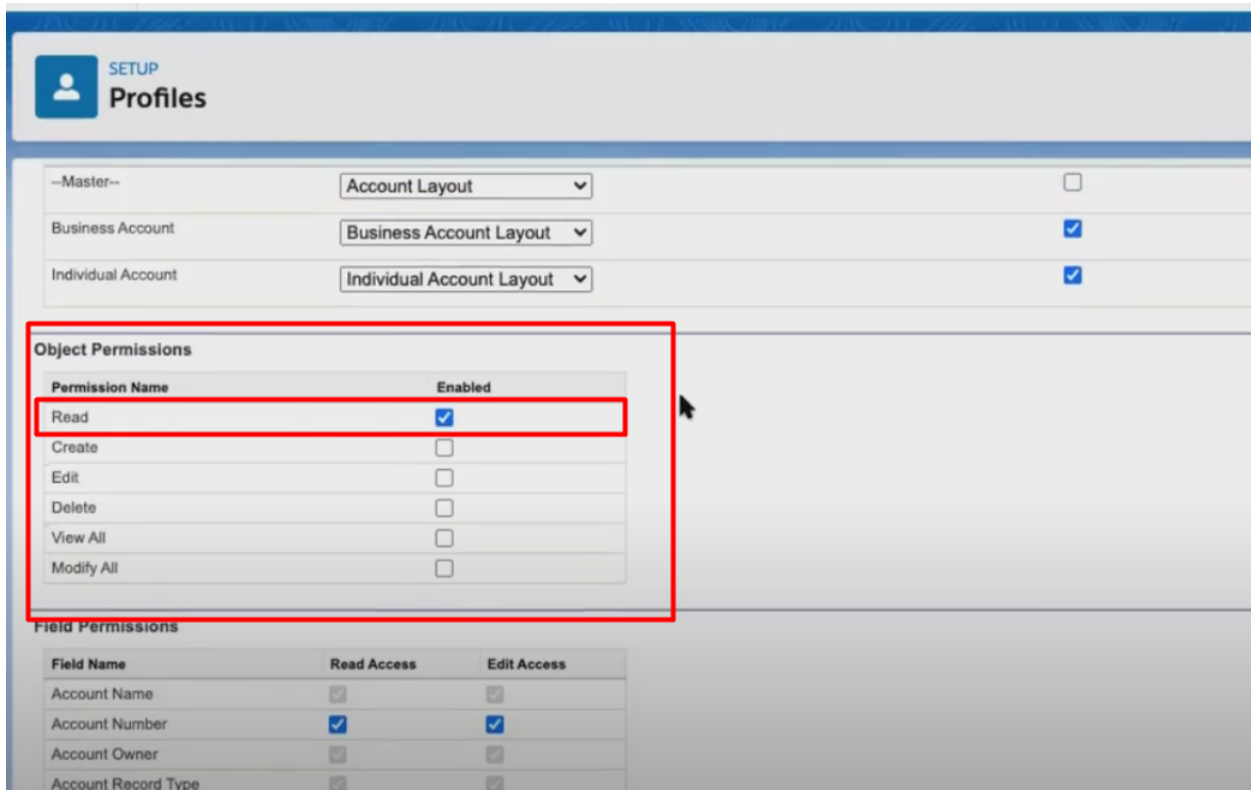
Step 7: Now opening profile and clicking on my profiles and clicking on object settings.

Step 8: As you click on object settings on the next page you will see account option available in front of it. You will see object permission given which are read, create, edit and delete so I am clicking on account.
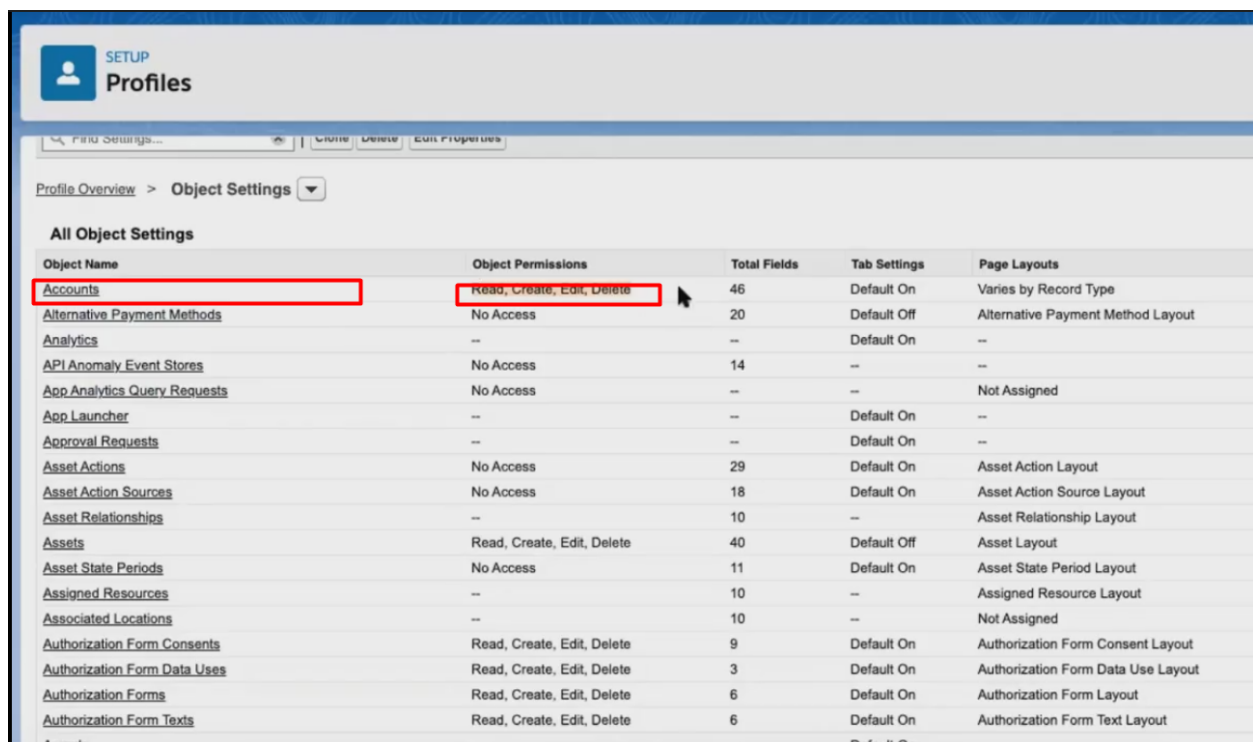
Step 9: Now as you click on account on the next page you will see object permission. I am removing all three permissions and leaving only read enabled and clicking on save.
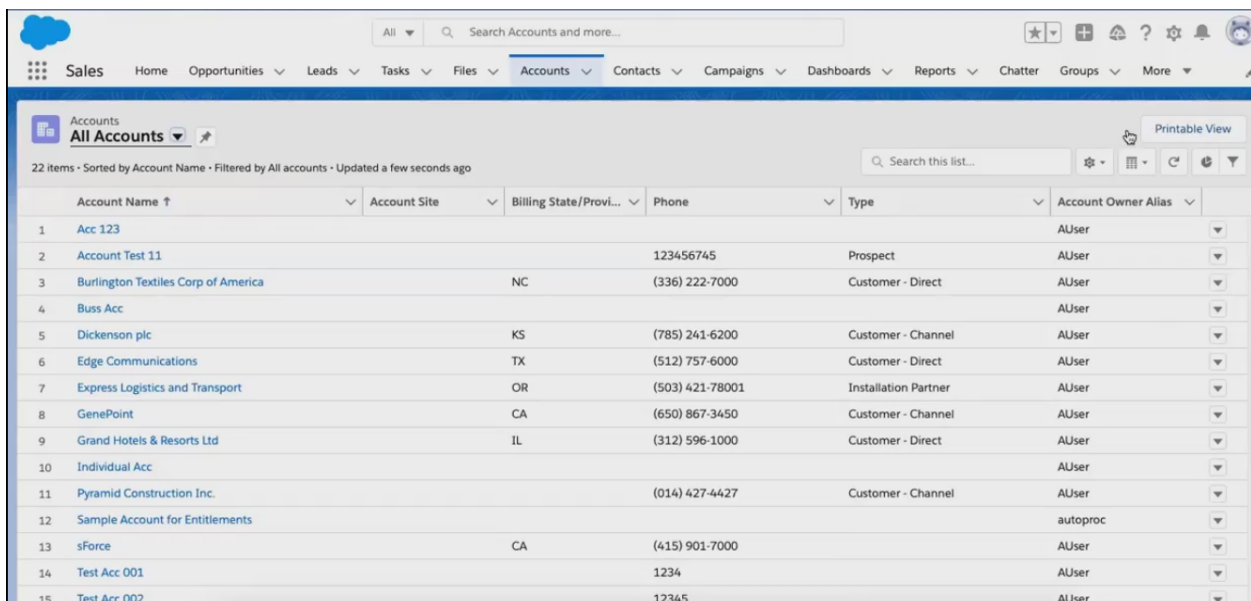

Step 10: Now going back to user and login in with he user test and clicking on login now if you go to account and you will see there will be no edit and delete options available you can only view records with this account.