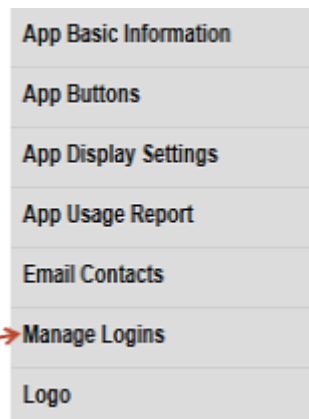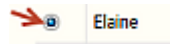## Edit Associate Login

Note: Only administrators are allowed to make changes to associate login credentials.

From the Dashboard:

1. Select 'Options' in the header.

2. Select 'Manage Logins'.

3. Click the radio button by the associate you wish to edit.

4. Select 'Edit' and make your changes. You are able to edit the name, email address and password from this page. To change what an associate is allowed to publish see Create/Change Associate Permissions in the Help Menu.

5. Click 'Update'.