



High Ground University

How to Enable User Dashboard

In this video we will discuss how to enable your users to edit their contact information on their dashboard.

It's often easiest to allow your users to edit their own contact information on their dashboard instead of having someone in your offices to go in and do the task for them. Allowing your users to access to update their phone numbers and email addresses can save you time and headaches. Here is how to do it. Simply hover over account and click on account details. From here, scroll to the bottom of the screen, and click on the edit account detail button. Now look at the right-hand side of the screen. From here you have the ability to allow your users to login as well as several other options. Remember to click Update at the bottom of the screen to save your work.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.