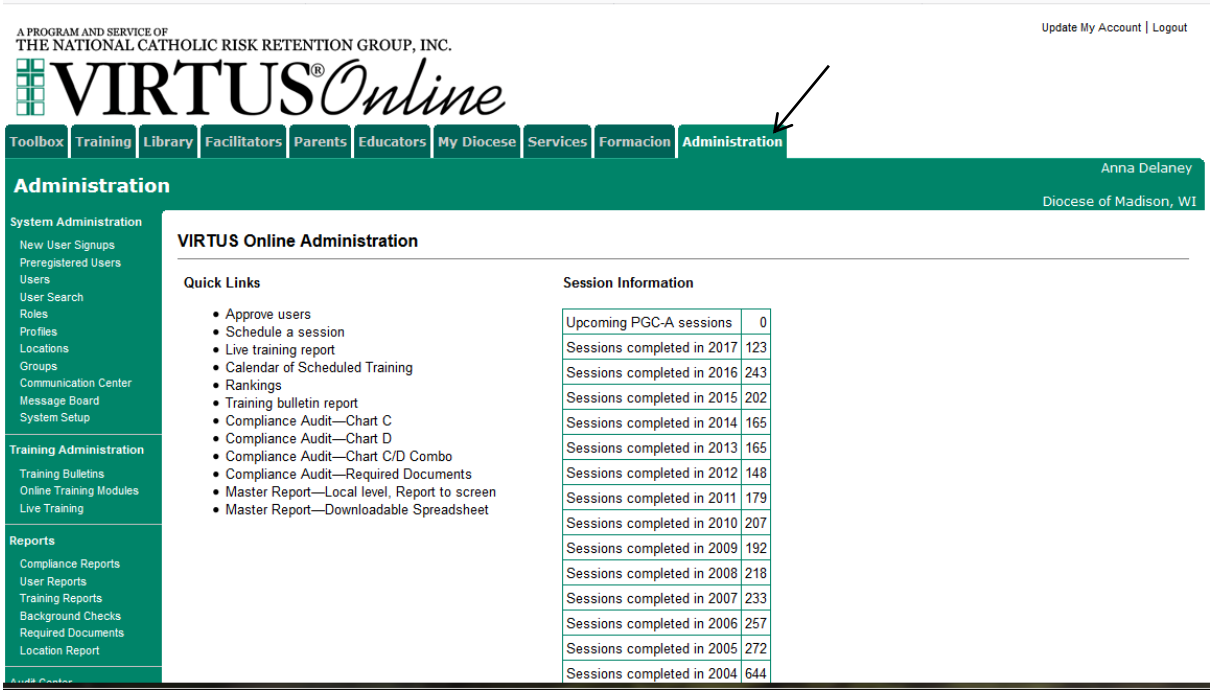
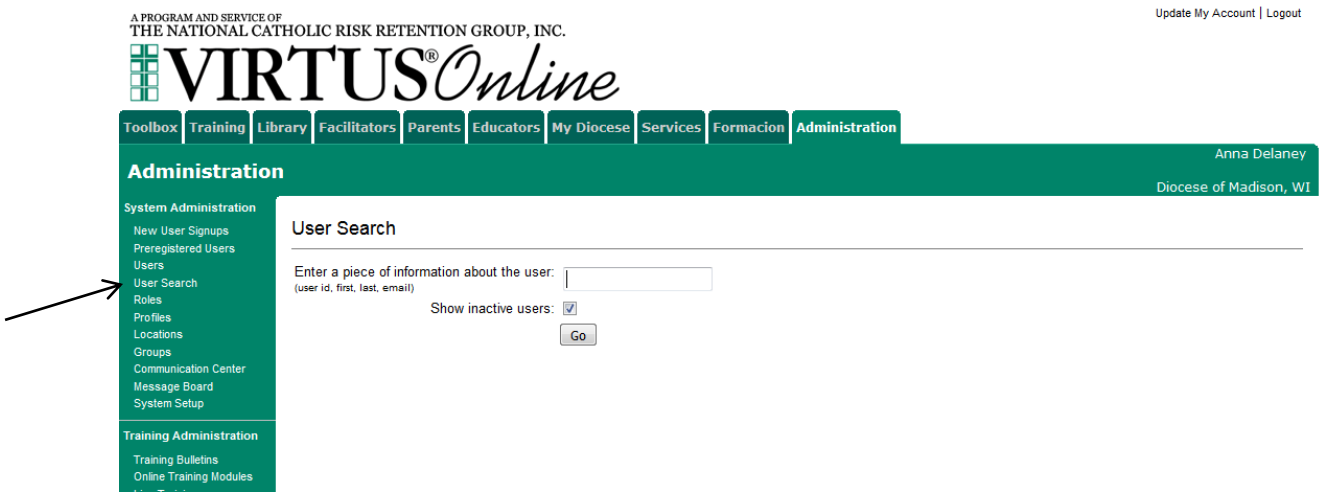
## Changing a user's primary location and/or email in Virtus:

If you have a user contact where they moved to another location, you can change that in Virtus by following the steps below. **Please note: You can only "give away" a user, but cannot move a user into your organization.**

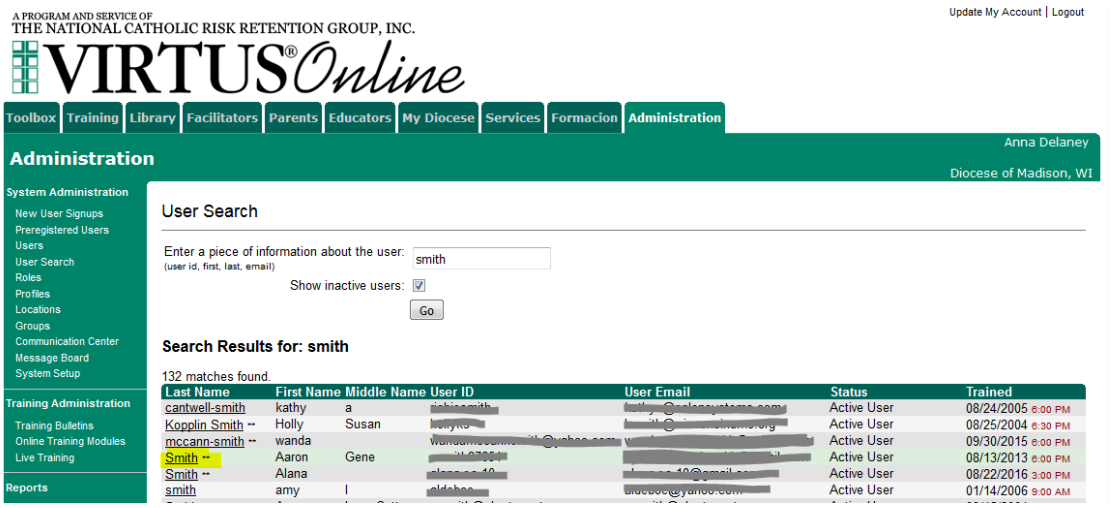
1) After logging into **Virtus**, click on the **Administration** tab, seen in the screen below.




2) Next, on the left navigation bar, click on the User Search area. Your screen should refresh similar to below:

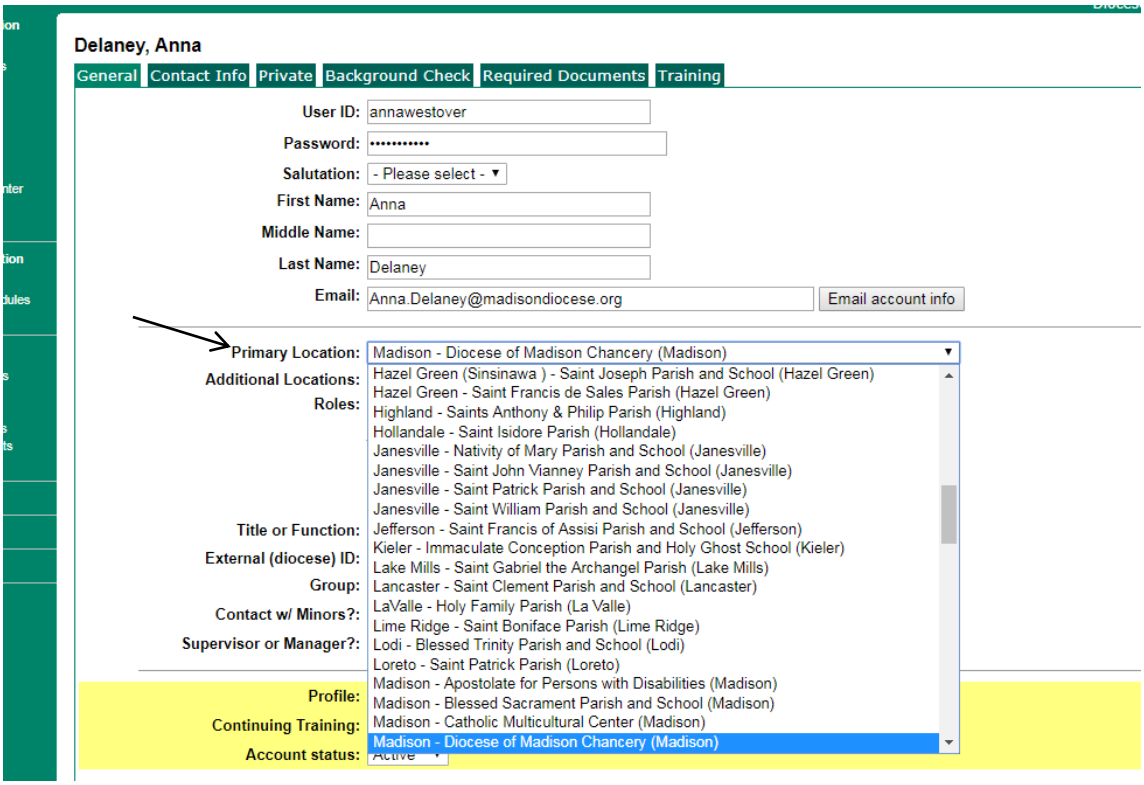



3) Make sure the checkmark to "Show Inactive Users" is checked, then enter in the last name of the individual and click **Go.** You will see your results, similar to below (the image below has greyed out the sensitive information about these members, as this is a "live data" view)




4) Click on the person's last name (as seen in the example below) and you will see more information about that person. Please, DOUBLE CHECK that the email listed to the left of the **Email account info** button, is correct. If it is not, please correct it, by entering in the userID in the email and then clicking **Save** at the bottom of the screen.

5) Next, directly below the Email area, verify that the user's Primary location is correct. If it should not be your location, you can click the arrow and "give them" to the correct parish. If you wish to add a user to your location, contact the Office of Safe Environment.




6) After selecting the new **Primary Location** click the **Save** icon at the bottom of the screen.