

# How to modify an account

Whether found by [search](#), [account list](#) or linked from the [Audit page](#), clicking on an account username will let you review and edit the account's details. There are minor differences depending on if it is a Personal account, Access account or [Administrator account](#); here we shall look at just the Personal accounts.

If you are using local accounts instead, see: [How to modify a local account](#)

The details are split over tabs:

## Password

[Expiry dates and passwords](#) are changed here.

Personal accounts have an option to set the account to also use the email address as the username, or not, as required.

The screenshot shows the OpenAthens interface for modifying a personal account. The user is 'athpavelcheckov0001'. The 'Account settings' tab is selected, showing an expiry date of 23/10/2015 and a checkbox for 'Login by email address'. The 'Password' tab is also visible, showing fields for 'Reset password' and 'Confirm password'. The account is marked as 'not activated'.

## Account

Information about the account holder such as their name and email address.

Custom schema attributes such as job role or eligibility information, if you use them, appear on this tab.

The screenshot shows the OpenAthens interface for modifying a personal account. The user is 'athtlannister0001'. The 'Account details' tab is selected, showing fields for 'Group', 'Title', 'First name(s)\*', 'Last name\*', 'Department', 'Position', and 'Email address\*'. The account is marked as 'active'.

Groups can be allocated by clicking on the button at the top of the page. If you have many groups you can use the search box to narrow the list as you type, and if you type a group name that does not yet exist, you will have the option create it.

## Permissions

A list of available [permission sets](#) will be here. Tick or untick as required.

The screenshot shows the 'athpavelcheckov0001' account page with the 'Permissions' tab selected. The account is a personal account, not activated, with an activation code GNK5HVQ9TA. It was created on 23 April 2014 and expires on 23 October 2015. The parent organization is 'Your organisation name'. The 'Permission sets' section includes 'Staff' (unchecked), 'Subscribed content set 1' (checked and marked as 'Default'), and another 'Subscribed content set 1' (unchecked). A 'Save changes' button is visible.

## Notes

Optional.

The screenshot shows the same account page with the 'Notes' tab selected. The 'Notes about this account' section contains a large empty text area for adding notes. The 'Save changes' button is present.

## Activity

Shows information from the activity stream about that account's activity up to and including the selected date. The show more button will load up earlier items.

The screenshot shows the 'spudbjohnson002' account page with the 'Activity' tab selected. The account is for Bobby Johnson, created on 18 April 2018, modified on 23 May 2018, and expires on 14 October 2019. The parent organization is 'Potato Inc.'. The activity stream shows several events: password changes, a new activation code for a password reset request, and an email change from '69349504@test.openathens.net' to '3.141592654@test.openathens.net'. A 'Filters' section at the top allows filtering by date (up to and including 2018-05-23). A 'Show more' button is visible.

## Actions

Personal and Access accounts have two buttons - the one with the bin is the delete button and the 'Actions' button can be used for operations such as moving the account to another organisation or generating an activation code.



### Anything to watch out for?

In some cases it is possible to use the move action to move an account to a sub-administrator that your login cannot itself access. In such cases you will no longer be able to see the details for that account and the details will be replaced with a permission denied message. See also: [About the security model](#) and [why I cannot do X or Y](#)