

# Update your own demographics

- Go to the **ADMIN** -> **Users** page
- Find your name in the list of users
- Click on the kebab menu button and select **"Edit"**
- Update the fields under **"Employment Information"**
- Click on **"Save"**

Active (7) Deactivated (1) Invite pending (0) [View Role Permissions](#)

Name	Division	Office location	Start	Hire	Engage	
Daryl Ning Placeholder title (Placeholder level)	Placeholder division	Default location	11/12/2023	Owner	Owner	<div>⋮</div>
Daryl Ning_Teamtest Placeholder title (Placeholder level)	Placeholder division	Default location	4/4/2	<div>Edit</div>		

Edit user

Base information

First name

Daryl

Last name

Ning

Email address

Employment information

Start date

11/12/2023

Office location

Default location

Job title

Placeholder title

Job level

Placeholder level

Division

Placeholder division

Product access ⓘ

Users may have different roles per product

☒ Hire

☒ Engage

Role

Owner

Role

Owner

Cancel

Save

