



## Admins: How to Update Teacher or User Information

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Administrators can update teacher or user information directly from the Admin dashboard. Changes take effect immediately.

### Step 1: Log In as a School Admin

- Log in to your account at <https://hub.singaporemath.com>.
- If your account has multiple roles, select the School Admin role.
- You must be logged in as a School Admin to edit teacher information.

### Step 2: Go to the “Users” Tab

- Click the “Users” tab.
- Locate the teacher or user whose information you want to update.
- Click “View” next to their name.

### Step 3: Update User Information

- You can update the following fields:
  - First and last name
  - Username
  - Email address
  - Password
  - User time zone (if different from your organization’s)
- Review all changes carefully before saving.

### Step 4: Save Changes

- Click “Save.”
- You will see a confirmation message indicating the profile has been successfully updated.
- Changes are reflected immediately in the Users list.

### Step 5: Share Updated Login Information with the Teachers

- If applicable, provide the updated username and/or password to the affected user(s), along with the following URL: <https://hub.singaporemath.com>

### Important Notes

- The following user information fields are managed by Singapore Math and cannot be changed by school admins. To request a change to these fields, please email [school@singaporemath.com](mailto:school@singaporemath.com).
  - User ID
  - User Role
  - School Time zone