

## Updating/Editing Staff Members in the BDI

1. To edit a staff record, choose **Staff Administration > Search Staff**.
2. Use the [Search](#) features on the Staff Members–Search and Manage page to locate the record. Click



3. When the Add New or Edit Existing Staff Member page opens, enter information in the fields and use the drop-down list to edit the record. Fields marked with a red asterisk (\*) are required.
4. To assign the staff member to a new location, select a level from the **Hierarchy** drop-down list. Select the title of the level from the Available Organization Member box and click



to move the staff member to the selected location.

To remove a staff member from an assigned location, select the **location** in the Assignment box on the right. Click



**Note:** Each staff member must be assigned to a hierarchy and organization.

5. Update any information that needs to be updated (**User ID, Email,**) . This information is required for the staff member to log on to the program.
6. Select the options to indicate the administrator privileges given to the staff member. If user-defined fields have been added, include the information in the text boxes.
7. Click



to save the changes to the staff record.

8. Return to **Staff Administration > Search Staff**. You will see the Staff member that you just edited in the list. Under the Actions column on the right side of the staff, please click on the PASS option.



This will send a password reset to the new user.

**Note:** If the Staff member is also an MDS user, the GUID # may be cleared out at this time:

To clear a GUID#, go to Staff Administration, find the login account for the examiner and click **Edit**. Click **Reset/Change Mobile Data Solution** (the box below the GUID#). Click **Save**.]