

# Modify District/School User

The user major school on the General Schedule Employee Entry>District Info tab must be the correct school. You may have to delete the user login name and reset them up in MSIS.

To make the change to the major school you should make the correction on the Modules>Personnel>General/Schedule Entry>District info tab.

Follow the same steps to modify a district or school type user as you did to create a district or school type users

**Employees tab:** Select the employees in your district.

**Roles tab:** modify the existing role(s) on the district or school type users.

**School tab:** modify the existing school(s) school type users ONLY.