

Edit and delete users

Every user can view and edit their own user details. Administrators can also change the access level (**standard user** or **administrator**) for any user. For more information about user access levels, see [Users](#).

Editing other users' details

Only an administrator can edit other users' details.

To edit a user's name

To change a user's access level

To replace a sole administrator

To delete a user

To change your MYOB Essentials login email address

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