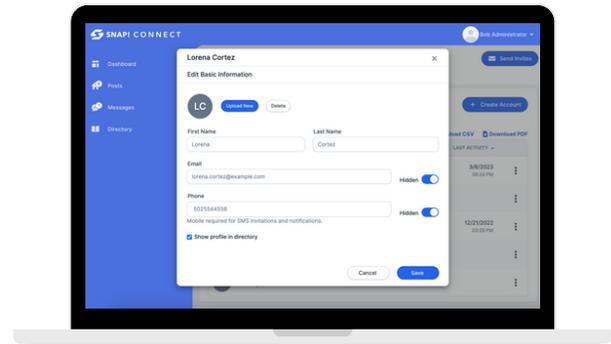# How to Edit Contact Information

If you need to update a guardian's contact information, please follow the steps below. Be sure to send them another invitation after their information is updated!

If they already have an active account, they are also able to update their contact information themselves.
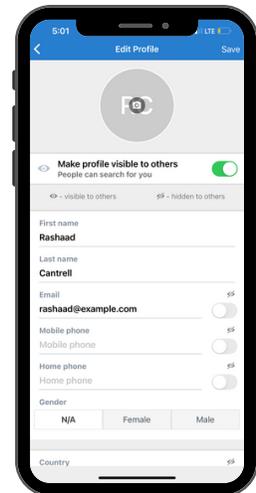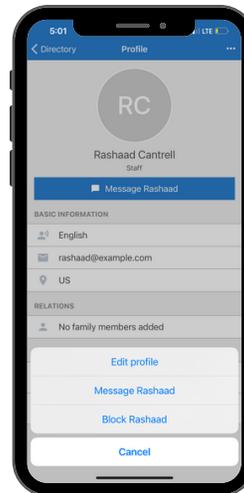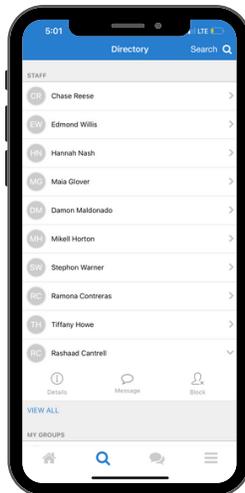
**On the web:**

1. Find the user in the directory.
2. Hover over ⋮ and click edit profile.
3. Edit the necessary information and click **Save** .



**On the mobile app:**

1. Find the user in the directory.
2. Tap ⓘ Details .
3. Tap ••• in the top right-hand corner.
4. Select "Edit profile."
5. Edit the necessary information.
6. Tap Save.



*Note: If an active user no longer has access to the contact method linked to their account and is unable to login, you can follow these steps to change the information so that they can reset their password.*

**connect.help@snapraise.com**

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