

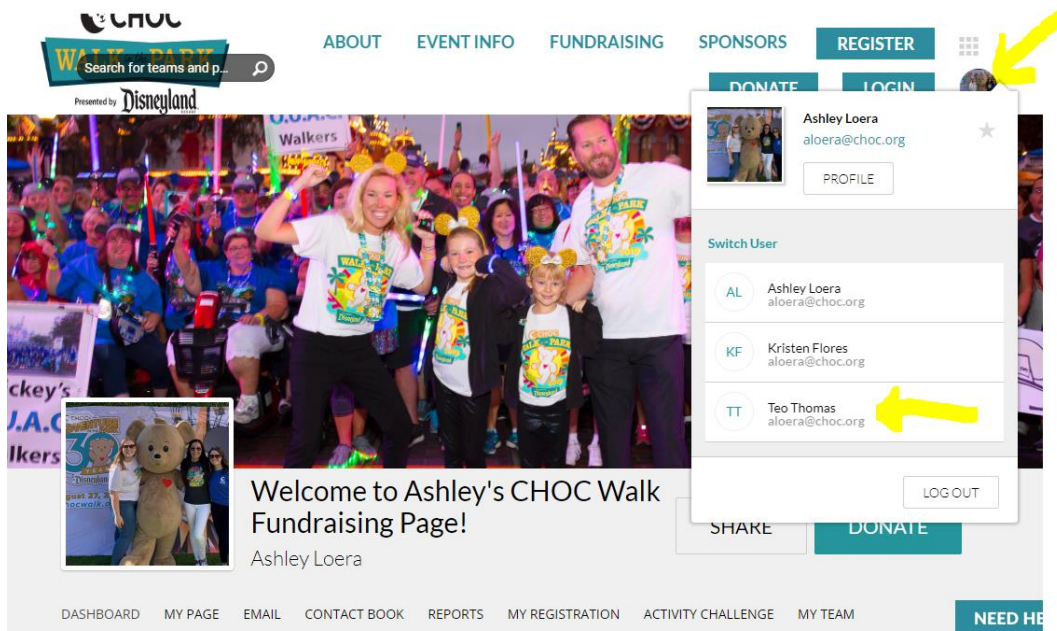
Updating Managed User Accounts

Directions on how to update a managed user's account to create their own account and use their own email address instead of being connected to someone else's.

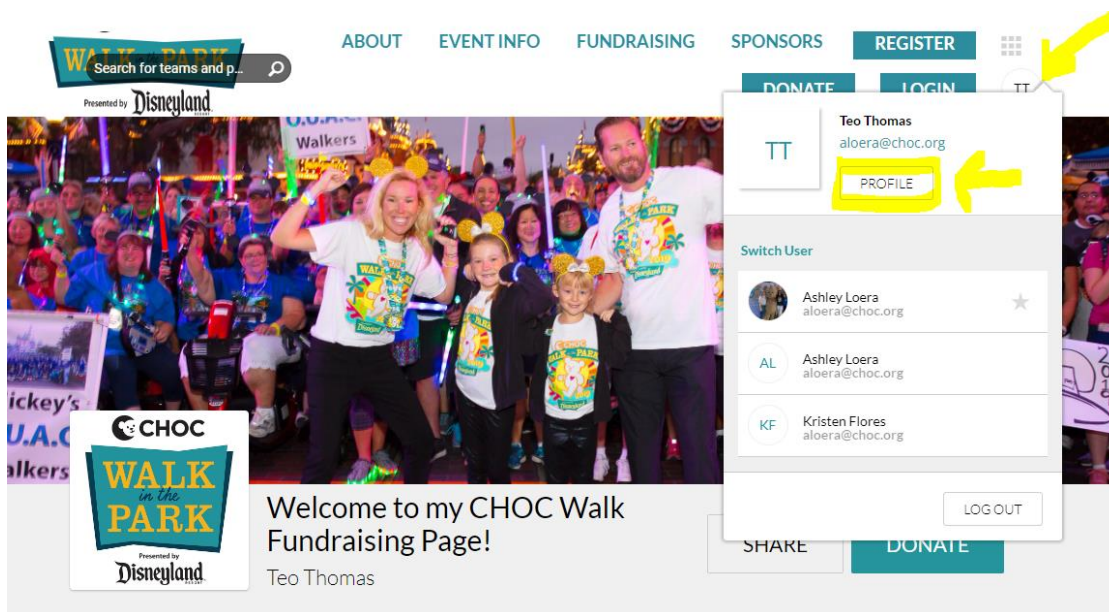
*A managed user is someone who registers other people onto their account while they are registering themselves during the initial CHOC Walk registration process.

Step 1: login to your CHOC Walk dashboard with your email and password that you used to create the accounts - <https://www.chocwalk.org/Account/LogOn>

Step 2: Click your profile icon on the top right and select the user you would like to update – for this example we will update Teo Thomas.



Step 3: Once logged in as the new user, click to top profile icon again and click the 'profile' button.



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Step 4: On the main profile tab, click the “manage own account” button.

presented by Disneyland

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Teo Thomas
aloera@choc.org

PROFILE PAYMENTS MY IMPACT NOTIFICATIONS

Account Login

MANAGE OWN ACCOUNT

Email Address aloera@choc.org

Personal Information

Name Teo Thomas

Address

Phone

Step 5: Set the new email and password for the user that wants to have their own profile. In the ‘current password’ box you would enter the password set on your own CHOC Walk account. The boxes below are where you will enter the new email they want to use for their own account and you will need to create a password for them to login with.

Manage own account ×

Change the login information of this user so that it is no longer managed by aloera@choc.org.
New password is required.

Current Password

For security purposes, please enter your password to make this change.

New Email Address

New Password

Confirm New Password



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If you added someone to your account and you need to move them from your account to someone else's account – you will need to send us an email to chocwalk@choc.org.

- We are not able to move people from one account to another, so we would need to delete their account and re-register them to connect them to the appropriate managed user.
- → As an alternative, you can always move a managed user from your own account to their own account/email address by following the steps above.