

How to Edit a Person Item

Follow these step-by-step instructions for editing a person item in Web Press.

Step-by-step guide

1. Select the desired **Open Person Item** dot.
2. Select the **Edit Person Item** dot.
3. Complete any desired changes.
4. Select **Submit Criteria**.
5. Wait for the **Person Item Information** form to close automatically to finish.

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- [How to Request a Standard Website](#)
- [How to Grant Overrides in My Missouri State as an Instructor of a Course](#)
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For questions or comments, contact the Computer Services Help Desk
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