

# Logging into a user's account

To log on as a regular user, follow these steps:

1. Expand the **Actions** drop-down to the right of the line, and select *View individual settings*.
2. This will launch the regular CommPortal interface for that line in a new browser window.

For more details on modifying settings on behalf of an individual user see [here](#)

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🕒 Revision #1

★ Created Mon, Mar 9, 2020 11:44 AM by [Admin](#)

✎ Updated Wed, May 6, 2020 1:59 PM by [Admin](#)