# KIOSK Administration-How to update Employee ID

This document shows how to update the Employee ID in the KIOSK system.

➔click on District Administrator
➔click on Configure District Options
➔click on Go to button on the Employee ID/Username update
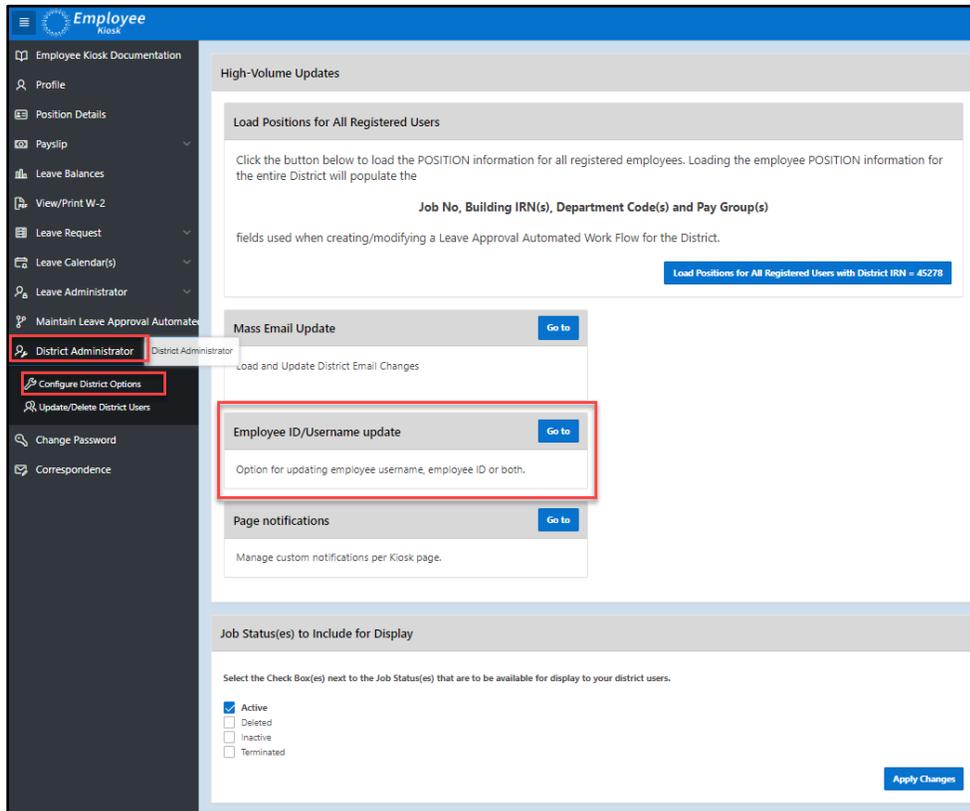


➔search for the correct staff member
➔enter the correct Employee ID
➔click on the **Change Employee ID** button

→search for the employee under the Update/Delete district users option
→verify that the Employee ID number has been updated