

Setting user timezones

The **user timezone** attribute is key to ensuring the **users schedules / assessments** and **reminders** are all set up and **communicated** to them at the **right times**.

To set or adjust a user's timezone:

1. Go to the **Manage/Users** page.
2. Click on "**Actions**" > "**Manage**" from the drop down at the end of the row OR Click on the **user's name**.
3. On the **user's profile page** click the "**Timezone**" option and assign the **user timezone**.
4. Click "**Update**" at the bottom of the user's profile page.

