Changing a user's email address

When a learner's name or your organization's name changes, email addresses need to be updated. Learners can add additional email addresses, but cannot change their primary email address. Only team managers—depending on permission settings—and plan admins can edit the primary email address for learners on a team plan.

In this article

For learners

Learners on an individual subscription can edit their primary email address themselves. And any user—whether on an individual subscription or a team plan—can add secondary email addresses to their account. See Changing your email address to learn more.

In the event of a name change, users can update their name on their profile page (opens in new tab) by clicking their avatar, then clicking Account Settings.

For leaders

The instructions below show leaders how to edit primary email addresses for their teams' users right in the Skills platform. However, if you're managing large organizations, plan admins can use a CSV upload for bulk edits.

To change a learner's email address:

1. Click the Directory tab on the People page (opens in new tab).

2. Click the email address you want to change.
3. Enter the new email address.

4. Click **Save**.

**Tip:** You can use the name filter to quickly find a user.

Be sure to communicate this change to your users so they know the new email they'll need to use to log in to Pluralsight and receive email communications for their account.

If you need help, please email **support@pluralsight.com** for 24/7 assistance.