Change Email Address

Description: In this topic, the user will learn how to change the profile email address in DCI.

*Please note: Ensure access to the new email account prior to beginning the change process. A verification code will be emailed there.

Role Required: Employee (base user)

Permission Required: N/A

- 1. Log in to DCI
- 2. Click the username in the upper right-hand corner of the page which is indicated with a person icon
- 3. Select Settings on the drop-down menu
- 4. Click Change Email on the submenu
- 5. Current email address is visible
- 6. Enter and confirm new email address
- 7. Select Change Email to save the new email address
- 8. Verification Code field appears
- 9. An email has now been sent to the new email address. Open to retrieve the verification code and enter this in the Verification Code field in DCI.
- 10. Click Change Email and Yes to confirm

If successful, the user is returned to the Change Email page and a green bar stating "Email Changed Successfully" will display briefly.

Related articles

- Authentication Guide
- November 2023 Release Notes
- Caregiver Ratings Client
- How do I get an email address for my user profile?
- Change Email Address