

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](#)