

Change Username

Description: In this topic, the user will learn how to change a username in DCI.

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 Username** on the submenu
5. Current username is visible
6. Enter new username
7. Click **Change Username** and **Yes** to confirm

If successful, a green bar stating, "Username Changed Successfully!" will display briefly.

Related articles

- [Authentication Guide](#)
- [Mobile App - Logging into the Mobile App](#)
- [Change Username](#)
- [Change Login Information - Video](#)
- [Why Can't I Log In?](#)