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?