HCM Security - Change User Name displayed in the Portal

Purpose: Use this document as a reference for how to change the User Name displayed in

the Portal.

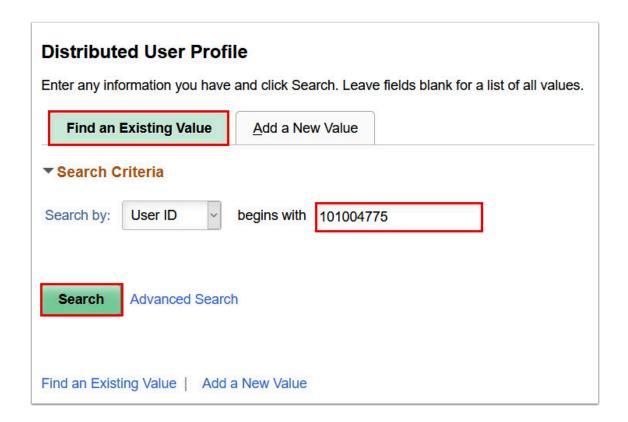
Audience: HCM College Security Administrators

Change the User Name displayed in the Portal

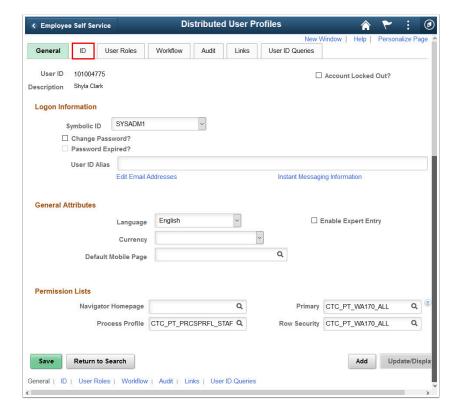
Making a change to the user name in the HCM pillar will effect the employee's name in all pillar areas.

Navigation: NavBar > Navigator > PeopleTools > Security > User Profiles > Distributed User Profiles

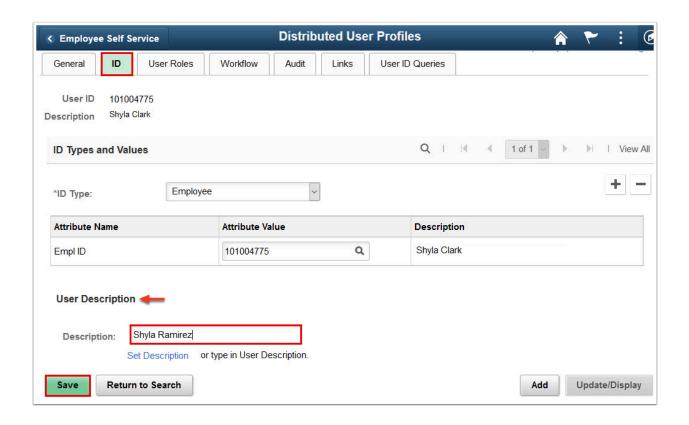
- Because the above mentioned navigation is used in all pillar areas, ensuring you are working in the HCM pillar will maximize efficiency and minimize overall work.
- On the Distributed User Profile search page, on the Find and Existing Value tab, enter the User ID in the User ID begins with field.
- 2. Select the **Search** button.



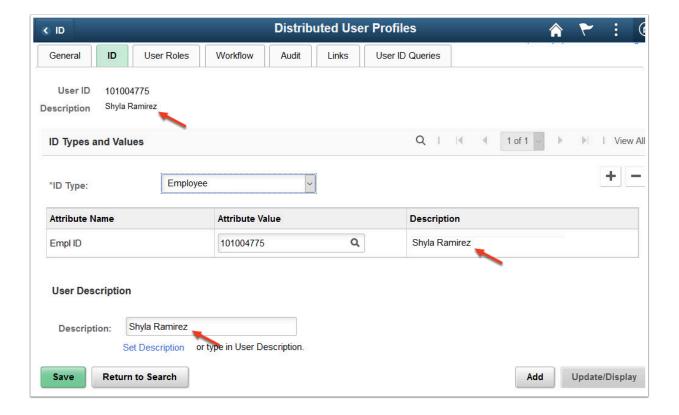
3. On the **Distributed User Profiles** page, select the **ID** tab.



- 4. On the **ID** tab, in the **User Description** section, enter the new name in the **Description** field.
- 5. Select the **Save** button.



6. The name change is now saved in all three pillars and that new **Description** (name) will now display in the Portal.



7. End of procedure.