


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.

1. 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.

Distributed User Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: User ID begins with 101004775

Search

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

The screenshot shows the 'Distributed User Profiles' page with the 'ID' tab selected. The page displays the following information:

- User ID:** 101004775
- Description:** Shyla Clark
- Logon Information:**
 - Symbolic ID: SYSADM1
 - ☐ Change Password?
 - ☐ Password Expired?
 - User ID Alias: [Empty field]
- General Attributes:**
 - Language: English
 - Currency: [Empty field]
 - Default Mobile Page: [Empty field]
 - ☐ Enable Expert Entry
- Permission Lists:**
 - Navigator Homepage: [Empty field]
 - Process Profile: CTC_PT_PRCSPRFL_STAF
 - Primary: CTC_PT_WA170_ALL
 - Row Security: CTC_PT_WA170_ALL

At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'. The page also includes a breadcrumb trail: General | ID | User Roles | Workflow | Audit | Links | User ID Queries.

4. On the **ID** tab, in the **User Description** section, enter the new name in the **Description** field.

5. Select the **Save** button.

Employee Self Service **Distributed User Profiles**

General **ID** User Roles Workflow Audit Links User ID Queries

User ID 101004775
Description Shyla Clark

ID Types and Values 1 of 1 [View All](#)

*ID Type: Employee

Attribute Name	Attribute Value	Description
Empl ID	101004775	Shyla Clark

User Description

Description: Shyla Ramirez

[Set Description](#) or type in User Description.

Save [Return to Search](#) [Add](#) [Update/Display](#)

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

ID **Distributed User Profiles**

General **ID** User Roles Workflow Audit Links User ID Queries

User ID 101004775
Description Shyla Ramirez

ID Types and Values 1 of 1 [View All](#)

*ID Type: Employee

Attribute Name	Attribute Value	Description
Empl ID	101004775	Shyla Ramirez

User Description

Description: Shyla Ramirez

[Set Description](#) or type in User Description.

Save [Return to Search](#) [Add](#) [Update/Display](#)

7. End of procedure.