


CS Security - Change User Name Displayed in the Portal

Purpose: Use this document as a reference for changing the User Name displayed in the Portal.

Audience: CS College Security Administrators.

Change the User Name displayed in the Portal

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

 Because the navigation mentioned above is used in all pillar areas, ensuring you work in the CS pillar will maximize efficiency and minimize overall work.

1. On the **Distributed User Profile** search page, on the **Find an Existing Value** tab, enter the **User ID** in the **User ID begins with** field.
2. Select the **Search** button.
3. Select the User ID in the Search Results below the Search button.

[ctcLink Student Homepage](#)
Distributed User Profile

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](#)

Search Results

[View All](#)
1-1 of 1

User ID	Description
101004775	Marley Gonzales

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

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

[ctcLink Student Homepage](#)
Distributed User Profiles

General
ID
User Roles
Workflow
Audit
Links
User ID Queries

User ID 101004775
Description Marley Gonzales

ID Types and Values

*ID Type: Employee

+

-

Attribute Name	Attribute Value	Description
Empl ID	101004775	Gonzales, Marley

User Description

Description:

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

[Save](#)
[Return to Search](#)

[Add](#)
[Update/Display](#)

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

- In the **User Description** section, enter the new name in the **Description** field.
- Select the **Save** button.

ctcLink Student Homepage
Distributed User Profiles

General
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Links
User ID Queries

User ID 101004775
Description Marley Gonzales

ID Types and Values
1 of 1
View All

*ID Type: Employee
+ -

Attribute Name	Attribute Value	Description
Empl ID	101004775	Gonzales, Marley

User Description

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

Save
Return to Search
Add
Update/Display

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

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

ctcLink Student Homepage
Distributed User Profiles

General
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User ID 101004775
Description Marley Smith

ID Types and Values
1 of 1
View All

*ID Type: Employee
+ -

Attribute Name	Attribute Value	Description
Empl ID	101004775	Gonzales, Marley

User Description

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

Save
Return to Search
Add
Update/Display

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

7. End of procedure.