## Change username

## **Description**

Changing a username via the GUI is not currently supported. This is a backend db change.

## **Procedure**

- Login to merapisql.ucar.edu MySQL instance as root
  Open 'people' database
- 3. Search username table by used\_by\_id column which is the user's upid
- 4. Update username column in username table with the new username
- 5. Search person table by upid column
- 6. Update email column in person table with new username@ucar.edu
- 7. Touch the users record in People Search by editing and saving it to trigger synchronizer
- 8. Watch for synchronizer errors. However, this procedure has been done without any sync errors arising.