pennsylvania
DEPARTMENT OF HEALTH

Updating User Accounts – Name & Title

1 Perform a search to locate the account, using the Username or combination of Last Name, partial Facility Name + % or User Type.

Search for a User

			Search Current Search All New User

Username	Last Name	Office	User Type
	anderson-green	moody%	

2 Click the **User Name** in the search results to display the User Summary Page.

	User Name ↑	Name	Office Name	User Type	Start Date	End Date
▶	jaatestfha	Anderson-Green, Allen	Moody Funeral Home	Funeral Home User	01/01/1900 00:00:00	
						Total Records: 1

3 On the user Summary Page, click the **Update User** link which is located on the bottom of the second box, containing the User's name and address information.

User Summary

User Id: 10907
User Name: jaatestfha
Password Expiration: 09/18/2020
Start Date: 01/01/1900
End Date:
Logon Attempts: 0
Vendor:

Name: Allen Anderson-Green
Title:
User Address:
555 Walnut Street
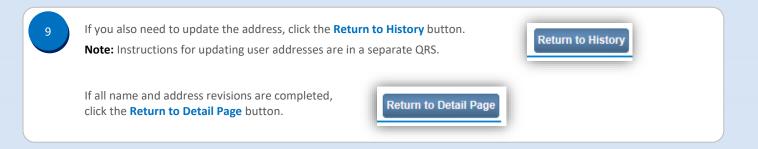Harrisburg, Pennsylvania 17101
User Mailing Address:

Update Login Information

Update User

4 Click the **Edit** link for the current name history.

Name History

Current	Name	Start Date	End Date	Actions
☑	Allen Anderson-Green	1/1/1900 12:00:00 AM		Edit
				Total Records : 1

5 Before you can change anything, you must end date the current record.

Enter **yesterday's date** or the **effective date** of the name change in the **End Date** field and click the **Update** button.

6 The change was saved, and the record displays the name with an end date. Now you can edit the name and/or title.

Click the **Add Name** button in the Name History section of the page.

7 Enter the change(s) to the full name as it should appear including any changes, enter the effective date of the name change in the **Start Date** then click the **Add** button.

8 The updated information now displays as a separate record in the **Name History** section of the page with a checkmark in the **Current** box.

9 If you also need to update the address, click the **Return to History** button.

Note: Instructions for updating user addresses are in a separate QRS.

Return to History

If all name and address revisions are completed, click the **Return to Detail Page** button.

Return to Detail Page

Commonwealth of PA-Department of Health
Bureau of Health Statistics and Registries

Date: 8/3/2020
Version 2.1