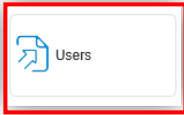**pennsylvania**
DEPARTMENT OF HEALTH

Updating User Accounts: Name and Title

1 From the Home screen, click the **Users** fast link.

↗ Users

2 Enter the Username or Last Name.

Then click the **Search Current** button.

Search for a User

Username	Last Name	Office
	john	

Search Current

3 Click the **user name** link in the **User Name** field in the search results to display the User Summary.

User Name ↑	Name	Office Name	Start Date	End Date
trapperj	John, Trapper	Harrisburg Hospital	01/01/1900	

4 Click the **Update User** link on the User Summary.

User Summary

User Id: 10544
User Name: trapperj
Password Expiration: 12/02/2018
Start Date: 01/01/1900
End Date:
Logon Attempts: 0

Name: Trapper John
Title: MD
User Address:
111 S Front Street
Harrisburg, Pennsylvania 17111
User Mailing Address:
111 S Front Street
Harrisburg, Pennsylvania 17111

Work Number:
- Ext
Cell Number:
-
Home Number:
- Ext
Fax Number: - Ext
E-mail:
trapper.john@mash.com
Preferred Contact:E-Mail

Medical License:
MD246810
NPI Number:
Funeral Director License:

Update Login Information

Update User

Update Contact Information

Update Licenses

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

Name and Address History for Trapper John

Name History

Current	Name	Start Date	End Date	Actions
☑	Trapper John	1/1/1900 12:00:00 AM		Edit
				Total Records : 1

6 Enter the **new name** and/or new **title**.

Change the date in the **Start Date** field to the effective **date** of the name and/or title change.

Click the **Update** button.

Name				
Prefix	▸ First	Middle	▸ Last	Suffix
	Trapper	John	McIntyre	
Title		Other Specify		
MD ⌄				Update
Start Date: ▸ Nov-01-2017 📅				Clear
End Date: 📅				Cancel

7 The updated information now displays as a separate record with a checkmark in the **Current** box.

Name History for Trapper McIntyre

Name History

Current	Name	Start Date	End Date	Actions
☐	Trapper John	1/1/1900 12:00:00 AM	10/31/2017 11:59:59 PM	Edit
☑	Trapper John McIntyre	11/1/2017 12:00:00 AM		Edit
				Total Records : 2

8 When finished, click the **Return to Detail Page** button.

Return to Detail Page