



QUICK REFERENCE GUIDE:

User Name Change

Background:

Before a user's name can be changed in AWP, they must first update their name with the State of Alaska and it must be reflected in the DSG (<https://dsgw.state.ak.us/DSG/>).

Roles:

All Module Admin roles

Navigation:

System Administration -> Users

1. Enter the first name OR last name OR user ID into the **Search** field to find and select the **User ID** to be updated.
2. From the User Summary update the **Person ID, Last Name,** and **Previous Last Name** fields.
3. Click **Save**.
4. Click the **Component Actions Menu** and select the **Disassociate User from Domain** action.
5. Select the **Component Actions Menu** and select **Associate Person to Domain**.
6. In the modal window enter the new User ID OR first name OR last name in the **Search** field.
7. Select the row with the new user ID and name and press the **Associate** button.

If you need further assistance please contact your Module Admin
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