

# How Do I Change The Name Of A User/Subscriber?



**INFO:** Only BG Administrator will be able to change subscriber names. Please speak to your System Administrator to request a name change.

As a BG Administrator login to the [BG Admin Portal](#), once logged in follow the below instructions:

- From the side menu click on **Users**, this will display a list of users (subscribers). For the user you want to change the name for click on the **Actions** menu.

Business Group Admin Portal

Henry Jackson

Users in Department: View All

Move selected to: Select department Move

<input type="checkbox"/>	Telephone Number	Ext.	Name	Department	
<input type="checkbox"/>	01132991000	1000	Anna Smith	Support	Actions
<input type="checkbox"/>	01132991001	1001	Santosh Patel	Accounts	Actions

- From the **Actions** menu click on **Edit personal details**

Edit Personal Details

Name Anna Smith

Admin Not an Administrator

Save Cancel

- In the pop up window type the new name in the **Name** field.

Edit Personal Details

Name Jane Smith

Admin Not an Administrator

Save Cancel



**INFO:** You may need to log out and log back into the Pod Connect applications to see your changes.

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🕒 Revision #6

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