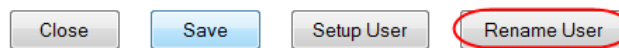## *Harmony 3*
Renaming Staff Members

1. To rename a staff member, go to the Staff Navigator and open the staff document for that user.

2. Choose to edit the staff record and then touch the "Rename User" button.

3. The old staff information will display. Enter the new user information, including the updated name, short name, email and notes name. Then touch "Save".

4. This will go find all the documents under the old user and change everything to be under the new name. The user will now have access to their documents under the new login information.