

# Changing your user name



1) Log in to your Rapport account

2) Click on "Help & Settings"



3) Click on "Settings"

A 'Settings' form with several input fields. The fields are: 'First name' (with 'Mike' entered), 'Surname' (with 'Doughan' entered), 'User name' (with 'mikedoughan' entered, highlighted with a red arrow), 'Team email' (with 'Team email address' entered), 'Group (i.e Police or N/A)' (with 'Police' entered), and 'Rank or role (i.e Sgt or coordinator)' (with 'Administrator' entered). Below these is a 'Mobile number (required to enable password reset by text)' field (with '07700123456' entered, highlighted with a red arrow). At the bottom is a green 'Save data' button (highlighted with a red arrow).

4) Enter a preferred user name in this box. This needs to be a minimum of 4 characters.

Initially the user name is set as your email address. Your email address will not be affected if you change your user name and you can use either your user name or your email address when logging in.

5) Enter your mobile number (so you can recover your password by text message in the future)

6) Click on "Save data"