## **Updating a Username**

There may be instances when a user needs to change their name in FYDO. This can be done by the user themselves, by following the steps below.

- 1. Hover over User Profile (Your Initials)
- 2. Select Edit Profile

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3. While on the User Details tab, select Edit

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4. Amend the required **First Name** or **Surname** fields

5. Click Save

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