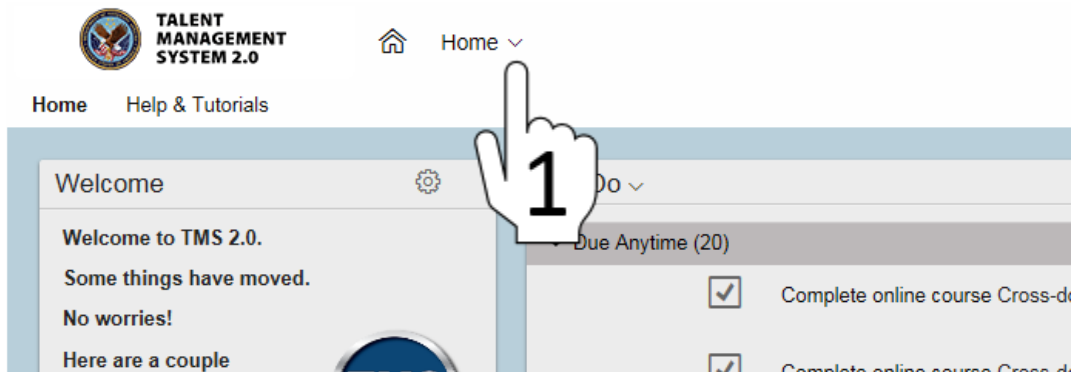


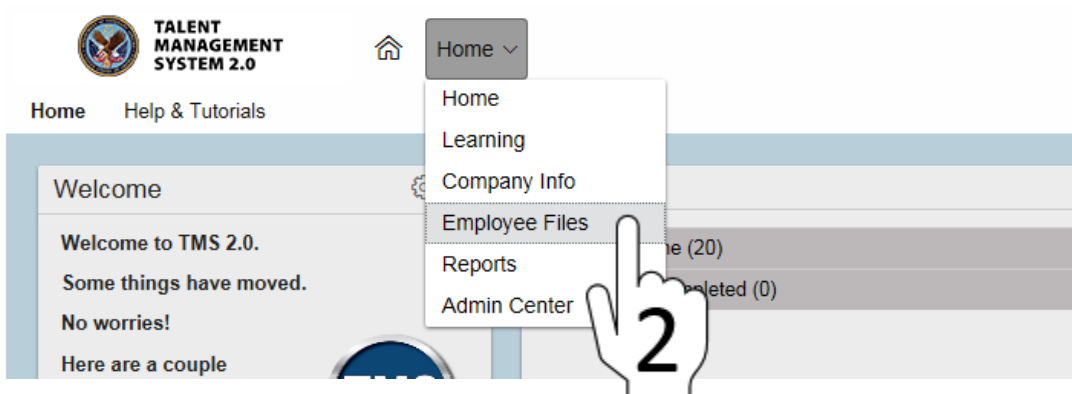
How to Change Your Username in TMS 2.0

After logging in, you will be on the landing page.

1. Find the Home  icon and click the down caret  next to **Home**.



2. Go down to **Employee Files**



3. On the Person Information section find the pencil icon and next to it click the link for **Edit Personal Information**

Personal Information

Personal Information

 [Edit Personal Information](#)

User Name **timothy.sipes@va.gov**
 Phone -
 Mobile -
 Email **timothy.sipes@va.gov**
 Time Zone **America/Los_Angeles**



4. Click in the box labeled **User Name**, and enter your new Username. Remember it must be unique.
5. Click **Save** to confirm the change.

NOTE: You will need to wait 20 minutes for your new Username to take effect.

Personal Information

*User Name

Phone

Mobile

Email

Time Zone

America/Los_Angeles

Cancel Save

