

# Rename a User

## Exercise Introduction

When you are using Cloud Identity as your primary identity provider (IdP), you may make mistakes when entering user data into the console. If for some reason you need to change a user's name in the Google Admin Console, this exercise will walk you through how to rename a user.

## More Information

See this [help center article](#) to learn more about renaming users.

## Exercise Scenario

You receive this mail from the CEO:

*Hello Patrick,*

*Thanks for creating my Google account. However I have to ask for a minor change. My username is samantha.morse@[yourdomain.com] but really most people know me as just "Sam". Is there anyway to just have my name as Sam Morse?*

*Regards, Samantha Morse, CEO*

## Exercise Directions

1. [Sign into your Cloud Identity Admin console](#) as the administrator user using your **administrator account name and password**.
3. Click the **Users icon**.
4. Search or browse to find the user. If you created an organizational structure, select the organization to which the user belongs.

- In our case, Samantha is in the top-level organization.

5. In the user list, find Samantha, click the **pencil icon**.

6. In the **Rename user dialog box**, read the warning message and enter the following:

- First name: Sam
- Last name: Morse

Note: The First and Last name settings represent the Display Name.

7. Click **Rename user**.

If successful, you should see a banner stating that the changes have been saved.

It can take up to 10 minutes for a new primary email address to be reflected throughout the system, 24 hours for domain and personal contact changes to take effect, and up to 3 days before the user can use chat.

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