

# My username has recently changed

## Overview

Your Active Directory username has been updated. To continue accessing your computer, email, and other IT services, follow the steps below.

## Log Into Your MCC Owned Computer with Your New Username

- Restart your computer.
- At the login screen, click on other user in the lower left hand corner.
- Enter your new username and your existing password.
- If you receive an error, try logging in with your old username and restarting again. If issues persist, contact the Help Desk.

## Sign In to the Single Sign-On (SSO) Page

- Open your web browser and go to the **SSO login pages**:
  - <https://authn.mclennan.edu/>
  - <https://gluu.mclennan.edu/>
  - <https://idp.mclennan.edu/>
- Enter your **new username** and existing password.
- If you previously saved your login credentials in your browser, update or remove the old username from saved passwords:

### Google Chrome:

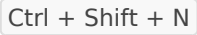
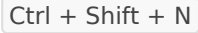
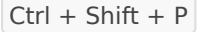
- Click the **three-dot menu** ( : ) in the top-right corner.
- Select **Settings > Autofill and Passwords > Google Password Manager**.
- In the search bar, type the name of the SSO website.
- Click the entry, then **Edit** to update the username or **Remove** to delete the saved login.

### Microsoft Edge (Chromium):

- Click the **three-dot menu** ( : ) in the top-right corner.
- Select **Settings > Profiles > Passwords**.
- Use the search bar to find the SSO website.
- Click the entry, then **Edit** to update the username or **Delete** to remove it.

### Mozilla Firefox:

- Click the **three-line menu** (≡) in the top-right corner.
- Select **Passwords**.

- In the search bar, type the name of the SSO website.
- Click the saved entry, then **Edit** to update the username or **Remove** to delete it.
- If you encounter issues logging in, try clearing your browser cache or using an **incognito/private browsing window**:
  - **Chrome**: Press 
  - **Edge**: Press 
  - **Firefox**: Press 

## Update Outlook on Your Computer

- Open Outlook.
- If prompted for your credentials, enter your **new username** and existing password.
- If Outlook does not prompt you, remove and re-add your email account:
  - Click **File > Account Settings > Manage Profiles**.
  - Select **Show Profiles**, then **Remove** your existing profile.
  - Click **Add**, enter a new profile name, and follow the setup wizard using your **new username**.

## Update Outlook on Your Mobile Device

For Outlook on Android & iPhone

- Open the **Outlook** app.
- Tap your profile picture (top left).
- Select the **gear icon** (⚙️) for **Settings**.
- Tap your email account, then select **Delete Account** (this will not delete your emails).
- Restart the Outlook app and sign back in using your **new username** and existing password.

## [Instruction Group 2 (bold)]

[Instruction paragraphs or bullet points.]

- Point 1
- Point 2

## Need Help?

If you encounter any issues, contact the IT Help Desk at [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu) or call (254) 299-8077.

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