



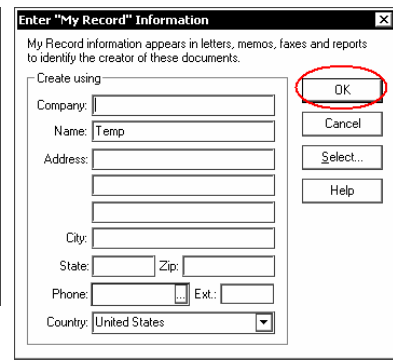
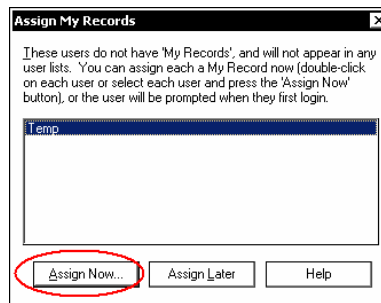
Cornerstone Solutions

To change User name due to a name change...

If you have a name change (e.g. a new last name due to marriage), follow these instructions...

1. Log in to the ACT! database using your old name...
2. Then from the menu select **File, Administration, Define Users...**
3. Click on **Add User**
4. In the **User name:** box, enter the name "Temp".
5. Change **Security level:** to Administrator.
6. Click **OK**

7. Click on **Assign Now...**
8. Type the name "Temp" in the **Name:** section of the "My Record" Information dialog.



9. Click **OK**
10. Answer **Yes** to indicate that the My Record information is correct.

11. Click **File, Close**

12. Click **File**, click on the number **1** near the bottom of the menu (this opens the database that you were just in).

13. Enter the user name of **Temp** (no password).

14. Click **OK**

15. Now let's change your old name to your new name. Click **File, Administration, Define Users...** (If you can't click Define Users, you forget to make the Temp logon an Administrator in step 5 above).

16. Click on your old name and change it to your new name.

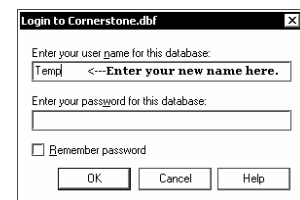
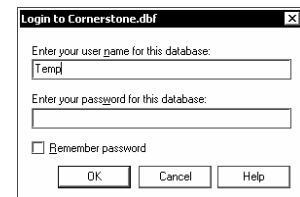
17. Click **OK**

18. Click **File, Close**

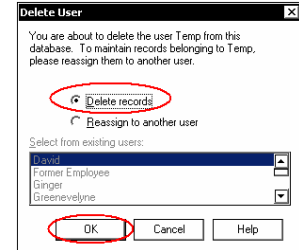
19. Once again, click **File**, then click on the number **1** near the bottom of the menu.

20. Backspace over the "Temp" name at the logon prompt and enter your new name in the user name area.

21. Click **OK**



22. Now let's remove the "Temp" name. From the menu select **File, Administration, Define Users...**
23. From the names at the left, click on "Temp".
24. Click **Delete User**.
25. Click on the **Delete records** option, then click **OK**. *(This is the only time that the Delete Records option should ever be selected. In all other cases you should select Reassign so that you do not lose contacts in the database.)*
26. Answer **Yes** to "Are your sure..."
27. Click **OK** to close the Define Users dialog.



All notes and activities will now be assigned to your new name.