

# How to Change Username

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There will be instances where teachers will want to change their usernames (emails). It is recommended that whenever possible, teach district, BOCES or charter school official email. The official emails loaded by your employer in Staff Snapshot will be used to send you information if you need to reset your account. If you are employed in more than one district/BOCES, notifications will be sent to both e account.

1. Navigate to <https://eservices.nysed.gov/taa/>.
2. Login with existing username.
3. Click on **My Account**.
4. Click on **I want to change my username**.
5. Click on **I will provide my current password**.
6. Enter password and new username. Click on **Change My Username**.
7. Input the new **username**.
8. Click on **change username**.
9. Verify new username is correct. Click on **Confirm Change**.
10. A confirmation that username has been changed will appear.
11. Login using your new credentials (email and password).

For more information, click [here](#).

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