

To: All staff  
From: Information Technology  
Date: **Thursday, January 04, 2024**  
RE: ADFS Username Change

---

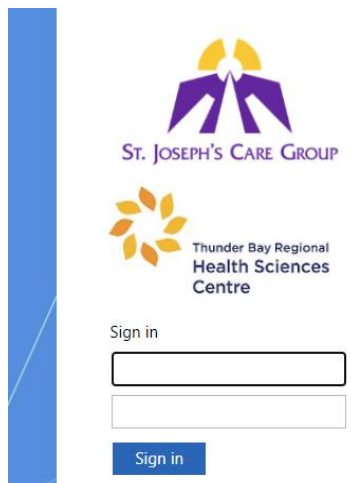
In preparation for upcoming upgrades, IT is required to update the username format for applications listed below.

Starting Thursday January 11th at 0000hrs, your username will now be firstname.lastname

Examples:

MaryAnn Smith would login with MaryAnn.Smith  
Brian Adam2 would login with Brian.Adam2

**NOTE:** Your password will not change. All other usernames will not be affected.



Impacted Applications:

- Help Desk – Self Service
- Entrypoint
- Webex
- Dimensions - UKG

All **External** access to

- GroupWise Webmail
- Intranet
- Virtuo ESS

IT will also update the website login screen to remind you of the new format.

For more information or any issues logging in, contact the Help Desk at help@tbh.net.