

How to change the “short name” in Mac OS X

Check OS X account short name

Make sure your OS X account short name is the same as your IU Network ID username. **If they are different, you will not be able to print!** Your OS X account is the account you use to log into your computer, and the short name is the name the computer uses to identify the account, which may or may not be similar to your own name. To find out your short name, open a Finder window, and look for a house-shaped icon in the sidebar. This is your home folder and it will have the same name as your short name.

If your OS X account currently does not have a short name that matches your Network ID username, you have **two** options:

1) Create a new OS X account and transfer files (this can be tricky, so be careful)

You can create a new OS X account using your IU username, and then transfer the entire contents of your old OS X account into your new account, in effect renaming your OS X account. To do this:

- a) Create a new account in OS X; for more information about managing accounts in Mac OS X, go to:
<http://kb.iu.edu/data/akmk.html>
- b) Use your IU Network ID username for the short name, and choose any password you wish; you don't need to use your IU Network ID passphrase for your OS X account.
- c) Once you've created your new OS X account, transfer the entire contents of your current account into the new account. For more information on moving current account, see Apple's support site:

<http://support.apple.com/kb/HT1428>

2) Share files between two OS X accounts (the easier way to set up printing)

If you want to keep your current OS X account, you can create a separate account to use only for printing (see [step 1a & 2a above](#)), and then share documents between the accounts; For more information about sharing documents between accounts, see:

<http://kb.iu.edu/data/amoe.html>