

# Bulk Change User Logon Name or UPN in Active Directory: AD Pro Toolkit

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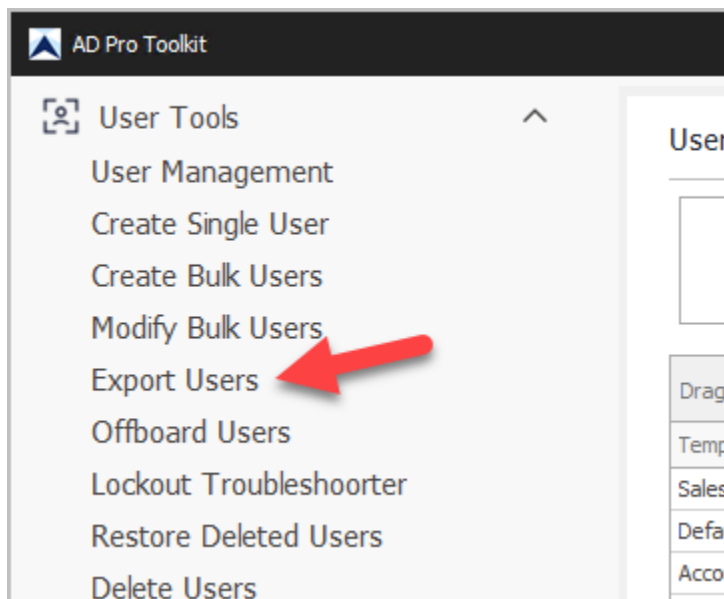
## Overview

In this guide, you will learn how to bulk change users logon name (sAMAccountName) and UPN using the [AD Pro Toolkit](#). The toolkit makes it easy to update these settings for multiple users.

## Step 1. Create a CSV template of user accounts to update

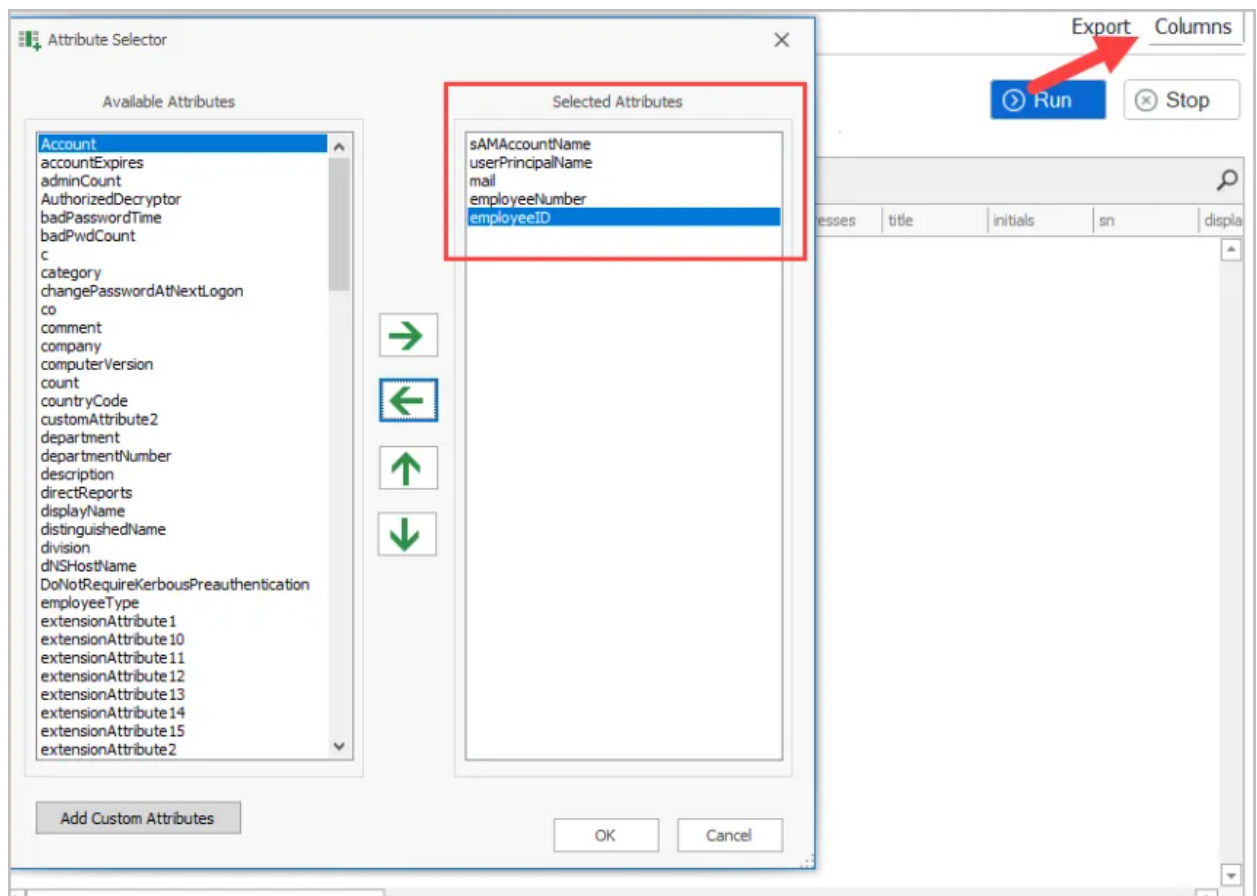
The first step is to export the accounts you want to update to a CSV file.

1. Click on -> Export Users



2. Click on columns and include the following:

- sAMAccountName
- userPrincipalName
- mail
- employeeNumber
- employeeID



3. Click run and then Export > Export to CSV. This will generate and download the csv file.

## Step 2. Change sAMAccountName or UPN in the template

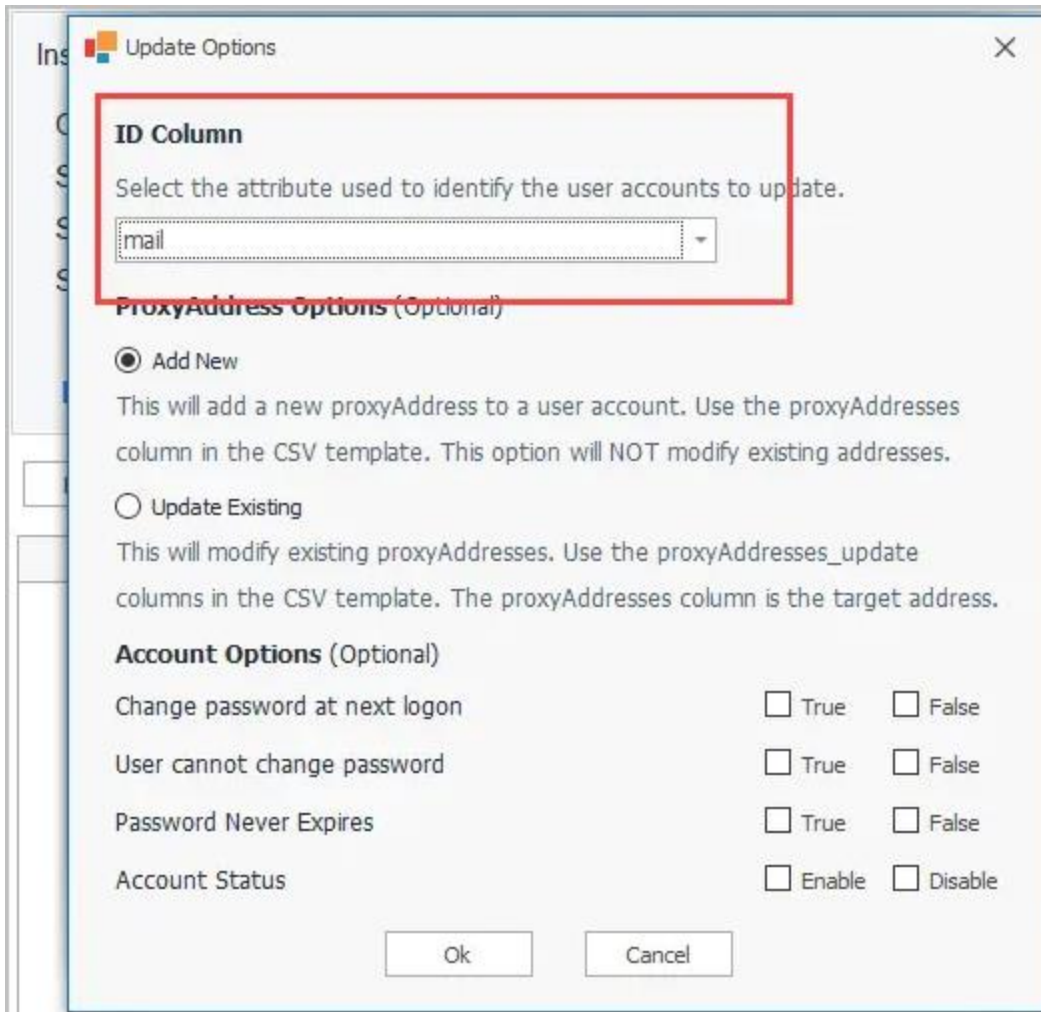
1. Open the CSV template and make the changes to the sAMAccountName or UPN for each user that you want to update. If you are not updating both attributes then you can remove one of them from the template.

For example, I'm changing a users sAMAccountName from tom.smith to tom.smith2 and the UPN from tom.smith@activedirectorypro to tom.smith2.activedirectorypro.com.

A	B	C	D	E
sAMAccountName	userPrincipalName	mail	employee	employeeID
tom.smith2	tom.smith2@activedirectorypro.com	tom.smith@activedirectorypro.com	2	12344
Jose.Strand2	Jose.Strand2@activedirectorypro.com	Jose.Strand@activedirectorypro.com	1	1000
Thelma.Monier2	Thelma.Monier2@activedirectorypro.com	Thelma.Monier@activedirectorypro.com	2	1001
Carrie.Devine2	Carrie.Devine2@activedirectorypro.com	Carrie.Devine@activedirectorypro.com	3	1002
Carlton.Wehr2	Carlton.Wehr2@activedirectorypro.com	Carlton.Wehr@activedirectorypro.com	4	1003
Katie.Eger2	Katie.Eger2@activedirectorypro.com	Katie.Eger@activedirectorypro.com	5	1004
Marilee.Johnson2	Marilee.Johnson2@activedirectorypro.com	Marilee.Johnson@activedirectorypro.com	6	1005

### Step 3. Run the User Update Tool

1. Open the Bulk User Modification tool.
2. Click on Update Options and change the ID column to mail. This will be used as the identifier so the toolkit knows which accounts to update.



3. Click the "Select Template" button and select your template
4. Click Run to start the update. The tool will now use your csv template to update the sAMAccountName and UPN username.
5. Review logs for any errors.

## Update Users

1 Download CSV Template

2 Update Options

3 Select Template

Run

Stop

### Instructions:

Click options to change the attribute used to identify accounts, sAMAccountName is used by default.

Step 1. Download or create your own template.

Step 2. Click the update options and choose your options.

Step 3. Select your CSV file and click run.

[Documentation](#) | [CSV Header Cheatsheet](#)

Export Logs

Clear Logs

	Log Time	Log Type	Tool	Message
28	01/24/2024 11:53:27	Info	User And Computer Updater	6/7# Updating user 'mail [Katie.Eger@activedirectorypro.com]'
29	01/24/2024 11:53:28	Info	User And Computer Updater	Property sAMAccountName has been updated
30	01/24/2024 11:53:28	Info	User And Computer Updater	Property userPrincipalName has been updated
31	01/24/2024 11:53:28	Info	User And Computer Updater	Property employeeNumber has been updated
32	01/24/2024 11:53:28	Info	User And Computer Updater	Property employeeID has been updated
33	01/24/2024 11:53:28	Info	User And Computer Updater	7/7# Updating user 'mail [Marlee.Johnson@activedirectorypro.com]'
34	01/24/2024 11:53:28	Info	User And Computer Updater	Property sAMAccountName has been updated
35	01/24/2024 11:53:28	Info	User And Computer Updater	Property userPrincipalName has been updated
36	01/24/2024 11:53:28	Info	User And Computer Updater	Property employeeNumber has been updated
37	01/24/2024 11:53:28	Info	User And Computer Updater	Property employeeID has been updated
38	01/24/2024 11:53:28	Info	User And Computer Updater	Updated 7 of 7 users
39	01/24/2024 11:53:28	Info	User And Computer Updater	Finished