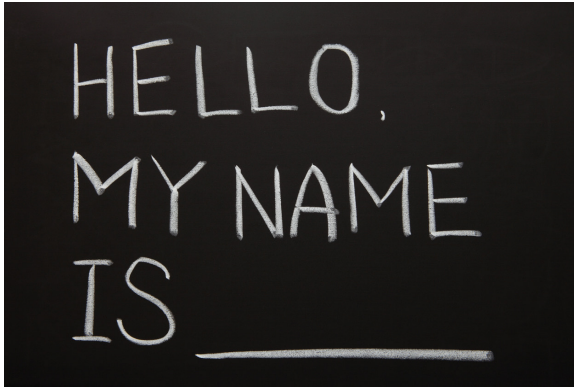


Changing teacher names in Alexandria

February 13, 2023



And that's it!



You can change the terminology for the "homeroom" field by going to Preferences > Set Up > Terminology.

Read more about Authority Control:

[Set the terms—Autofill and Authority Control](#)

[Labor of Love—Cleaning up Your Subject Tags](#)

Need help? Feel free to call our Support team at 1-800-347-4942.

Have you had teachers get married (or divorced) and you need to change their name in Alexandria? Changing their patron name is easy—but how can you change their class name, or any other info in Alexandria pertaining to their last name? Don't worry, we've got you covered. It's easy to do using [Authority Control](#).

1. Navigate to **Tools > Authority Control > Patrons > Homeroom**.
2. Select the Homeroom you are editing, make your change, and click **Yes**.
3. Alexandria will then queue a Utility to go through all records with the old Homeroom and update them.

Edit "DeMartino" (ALX)

Editing an authority-controlled term will update all corresponding terms in your database to match your changes. In the event of an erroneous or duplicate term, you can "merge" two terms together by changing a term to one that already exists. Editing a term will prompt **Authority Control** to schedule a **System Utility** to perform these modifications; completion time depends on the number of records modified and the capabilities of your server.

Homeroom:



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