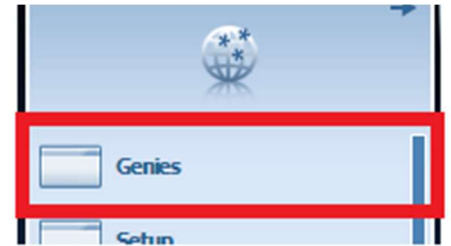# How to View Colleague Usernames
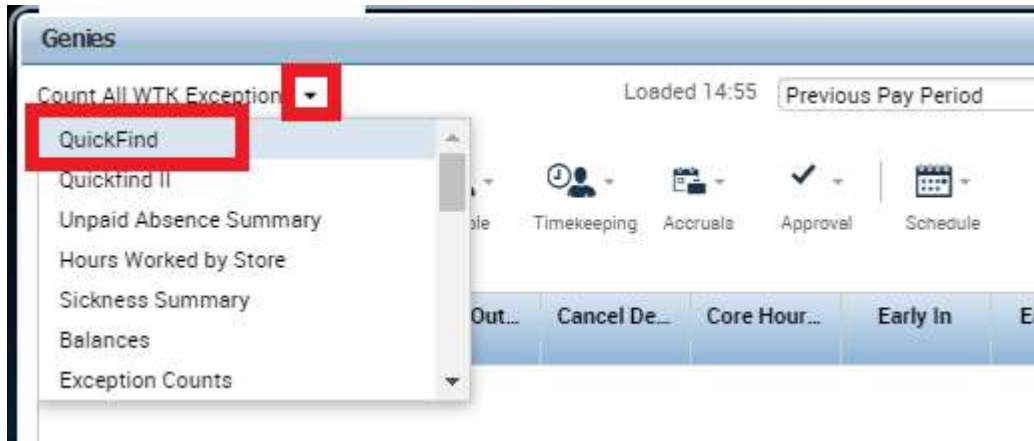
Select the Genies Widget from the related Items pane on the right of your screen.

**N.B You may need to use the scroll bar on the side to find the Genies option.**

Genies will open in a new tab> Click small arrow next to **Count all WTK Exceptions**> Select QuickFind

A search box will appear at the top. To bring back all colleagues input **\*** > Click

To search for a specific colleague type their **surname\*** > Click

Navigate to the **Username** Column to the see the username for those you have searched for.

If the colleague does not know their password or has locked their account, this can be reset via FastPass.

**N.B Please refer to the FastPass userguide if you are unsure how to use the system, which is available on Colleague Connect**