PROXY INSTRUCTION GUIDE (FACULTY, DESIGNEES, COLLEGE AND DEPARTMENT ADMINS)
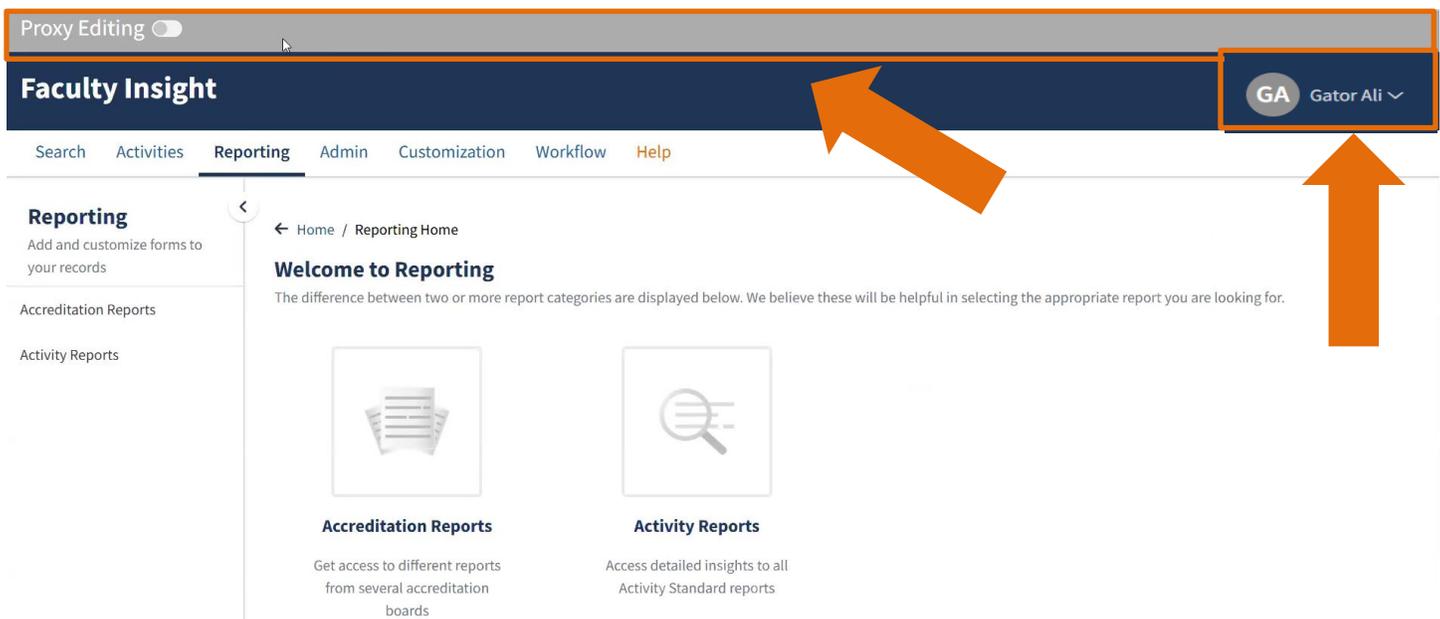
PROXY EDITING SECTION OVERVIEW:

Proxy editing allows users to manage another individual's profile by temporarily assuming their access rights. This guide explains how to proxy edit as a faculty or non-faculty member within the system.

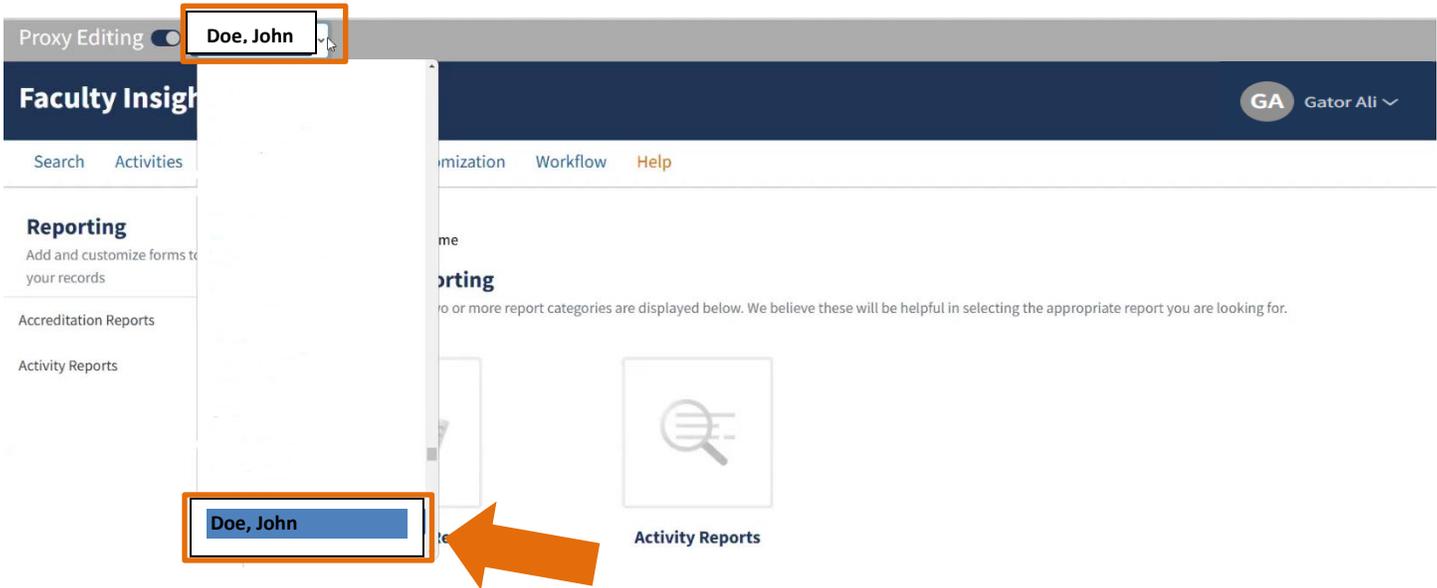## ACCESSING PROXY EDITING SECTION

PROXY LOG IN NAVIGATION:

1. **Log in:** The system using your credentials [Link to Navigation Guide and Login Page].
   NOTE: If you have proxy editing privileges, a gray banner will appear at the top of the screen. This banner remains visible regardless of which tab you are on.

ENABLING PROXY EDITING SECTION

ENABLING PROXY:

1. **Locate: The Proxy Editing Toggle** and turn it on.
2. **Use the drop-down menu**: A drop-down menu will appear, listing the faculty members you have permission to proxy edit. Use the up and down arrow keys to navigate through the names.
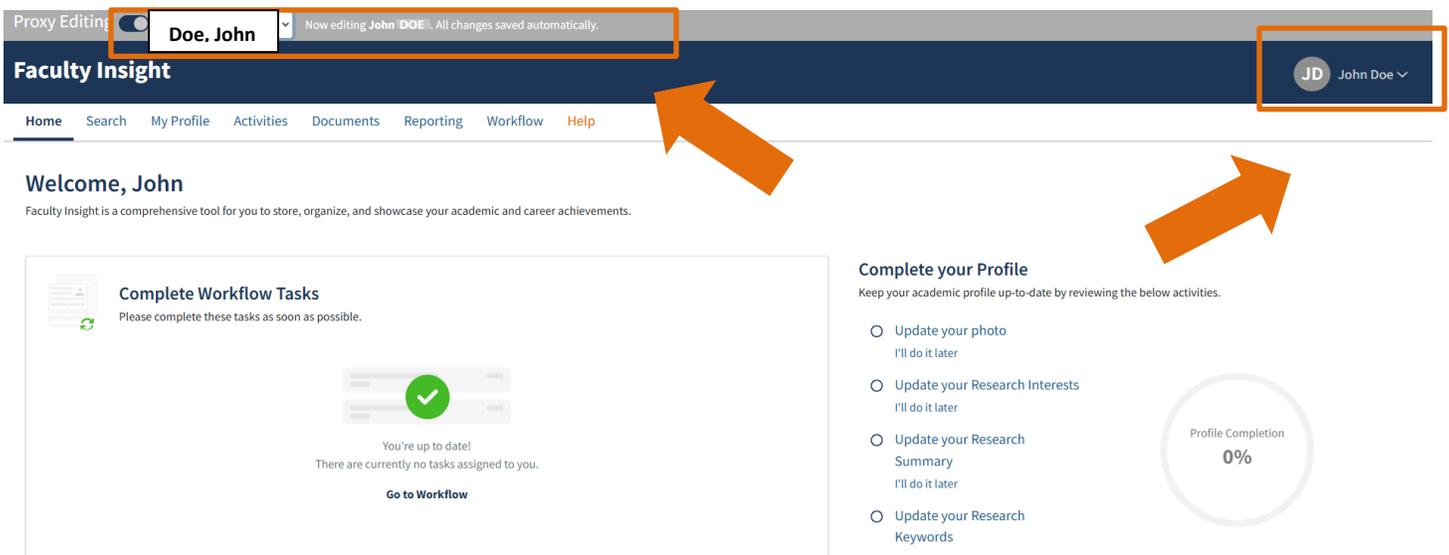3. **Click:** On the desired name to select it.

CONFIRMING PROXY EDITING SECTION

CONFIRMING PROXY EDITING MODE:

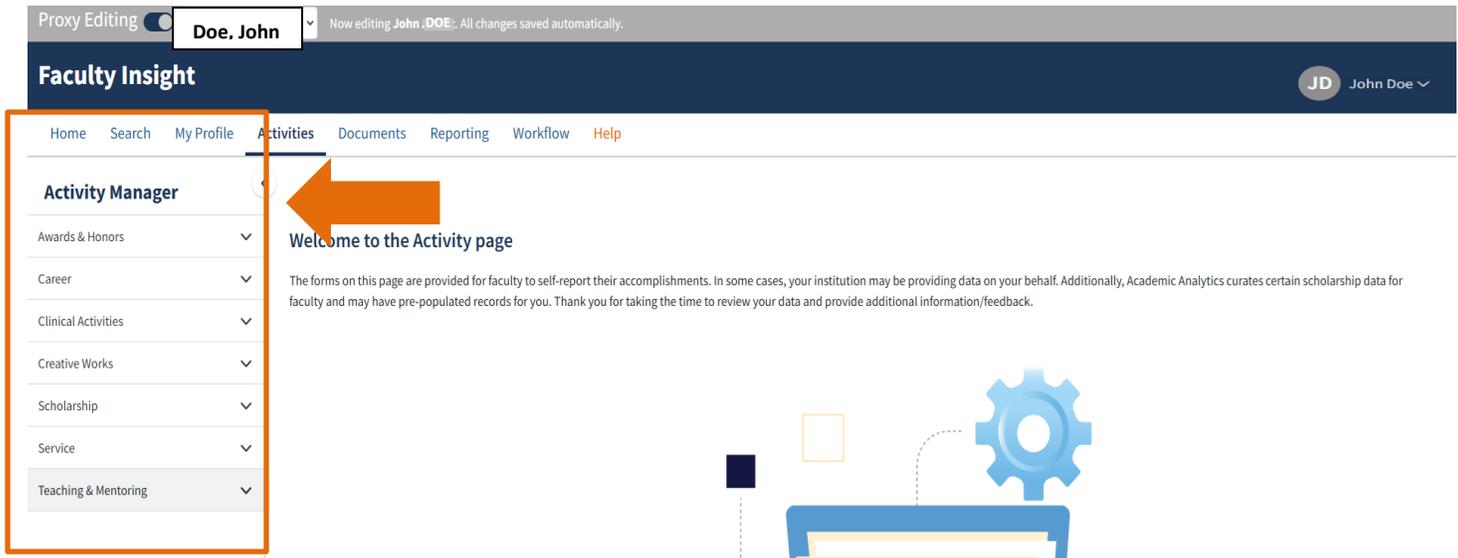1. **After selecting a faculty member:** A message will confirm that you are now proxy editing as that individual.
   NOTE: You will now have full access to the faculty member's profile.
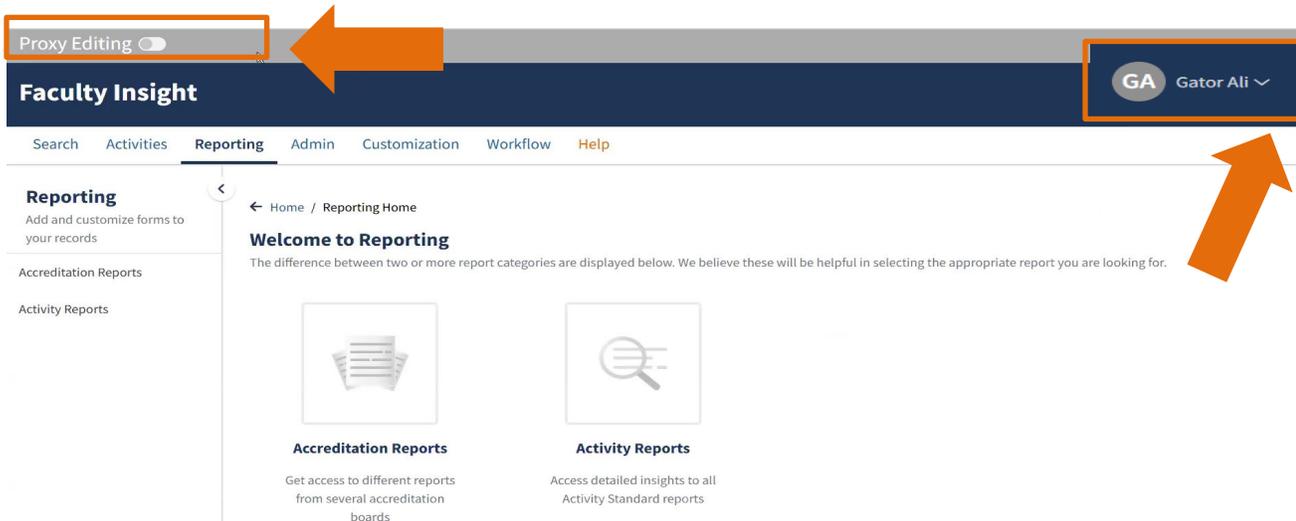
MANAGING ACTIVITIES AS A PROXY:

1. **Once proxy editing is enabled:** Refer to other instructional guides (IGs) for managing specific activities in the activity manager on behalf of the selected faculty member [Link to Instruction Guides] .

EXITING PROXY SECTION

EXITING PROXY EDITING MODE:

1. **To stop proxy editing:** Log out or switch back to your original user profile as needed.
   NOTE: If the Proxy Editing Toggle is on without a selected name, it may affect your platform view. To avoid issues, please turn it off when not in use.

For additional Assistance

Policies & General Questions

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Technical Issues

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