

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:

 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.

Proxy Editing 🕥	k			
Faculty Insight				GA Gator Ali 🗸
Search Activities Rep	orting Admin Customization Wo	orkflow Help		
Reporting Add and customize forms to your records Accreditation Reports Activity Reports	Home / Reporting Home Welcome to Reporting The difference between two or more report ca	ategories are displayed below. We believe these will be helpf	ul in selecting the appropriate report you are looking	for.
	Accreditation Reports	Activity Reports		
	Get access to different reports from several accreditation boards	Access detailed insights to all Activity Standard reports		

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.

Proxy Editing 💽 Doe John 🗸 Now editing John DOE All changes saved automatically.			
Faculty Insight			
Home Search My Profile Activities Documents Reporting Workflow Help			
Welcome, John Faculty Insight is a comprehensive tool for you to store, organize, and showcase your academic and career achievements.			
Complete Workflow Tasks Please complete these tasks as soon as possible.	Complete your Profile Keep your academic profile up-to-date by reviewing the below activities. O Update your photo I'll do it later		
	O Update your Research Interests I'll do it later		
You're up to date! There are currently no tasks assigned to you. Go to Workflow	O Update your Research Summary I'll do it later	etion	
	O Update your Research Keywords I'll do it later		



MANAGING ACTIVITIES SECTION

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].

Proxy Editing C	Doe, Joh	Now editing John .DOE: All changes saved automatically.	
Faculty Insight		JD John Doe \	
Home Search My F	Profile A	tivities Documents Reporting Workflow Help	
Activity Manager	e		
Awards & Honors	~	Welcome to the Activity page	
Career	~	The forms on this page are provided for faculty to self-report their accomplishments. In some cases, your institution may be providing data on your behalf. Additionally, Academic Analytics curates certain scholarship data for faculty and may have not account of fordback.	
Clinical Activities	~	acuity and may have pre-populated records to you. Thank you to taking the time to review your data and provide additional mioriflation/records.	
Creative Works	~		
Scholarship	~		
Service	~		
Teaching & Mentoring	~		

EXITING PROXY SECTION

EXITING PROXY EDITING MODE:

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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