

PROXY AS ANOTHER USER

Core Fundamentals - System Administrator Training

Administrators can access the system as another user, enabling them to perform actions and test system behavior on behalf of the user. The Proxy as Another User page provides a history of each time an administrator logs in to the system as the user.

When using Proxy as Another User administrators can never unmask, edit, or set Sensitive Personally Identifiable Information (SPII) fields.

Certain links added to Custom and Welcome Pages may not work.

To add a new Proxy as Another User page, go to: **ADMIN > TOOLS > CORE FUNCTIONS > USERS**

areb for the desired user	Lise three hoves and non-un	news halow to define your search crite	9		
	fendier	City		Manager 🖸	2
	First Name	State		Approver	2
	User ID	Zip		Active	•
	User Name	Country	۳		
	Email				
	Select OU Criteria	·			
	+ Add User + Create New	r Group			
	+ Add User + Create New Search Results	v Group			
	+ Add User + Create New Search Results	« Group			
	+ Add User + Create New Search Results User 2	User Name User ID	Status	Identifier Internal Teams (Division)	Manage

2 From the **Options** dropdown select the **Proxy as Another User** link.

This option is not available if the user does not have a User ID set on their User Record.

					× ×
fier	Manager	A	Approver	Options	
al Teams (Division) int Manager (Position)	Al Crawly			•	
al Teams (Division) Intant (Position)				•	
			Permissions Change Passw View Transcript	ord	sults)
	,	Powe	Revoke Trainin Resume View My Team	g Units Profile	Inc. ©2000-202 kies - Feedbac
			Proxy As Anoth Manage Device	er User e Tokens	

Cornerstone university



PROXY AS ANOTHER USER

Core Fundamentals - System Administrator Training

		(c)	merstone university
3	In the Comments field, enter the reason for logging in to the system as the user.		
1			-
t	After entering the comment, click he LOGIN button.		After entering the comment, click the LOGIN button.
To logi	After entering the comment, click the LOGIN button.		After entering the comment, click the LOGIN button.
To logi Comr Testir	After entering the comment, click the LOGIN button. in as Janette click Login after indicating a reason. ments Ig reported training issues.)r	D After entering the comment, click the LOGIN button.
To log Com Testir	After entering the comment, click the LOGIN button. in as Janette click Login after indicating a reason. ments ng reported training issues.	37	D After entering the comment, click the LOGIN button. Proxy as Karl Fendler By logging in as Karl Fendler. By logging in as Karl Fendler. Cancel Submit

6 Read the warning and click **SUBMIT** to log in as the user. A new browser window is opened in which you are logged in as the user.

In the History section of the Proxy as Another User page, you will see who has accessed another users account, the time and date of the access, and the comment they provided. However, the system does not track the actions that are performed by the administrators on behalf of the user.