# 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**

**1** **Search** for the desired user.



**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.*
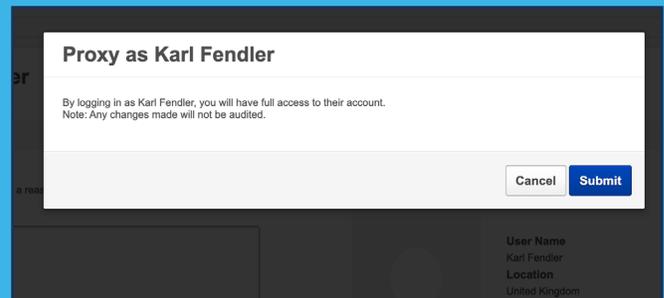
**3** In the **Comments** field, enter the reason for logging in to the system as the user.
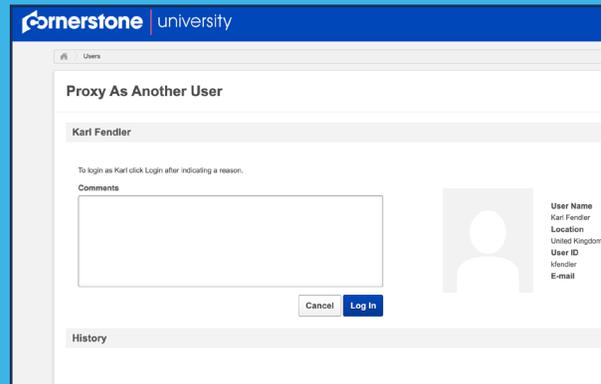


**4** After entering the comment, click the **LOGIN** button.
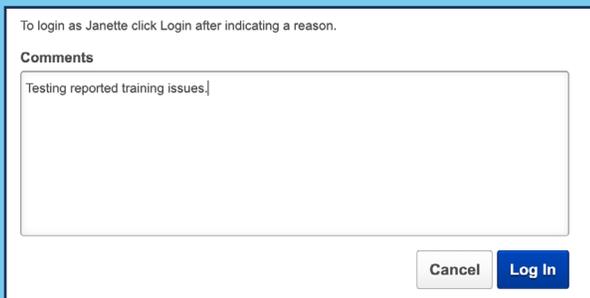


**5** After entering the comment, click the **LOGIN** button.



**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.