



How Do I Proxy As Another User?

On the employee's record, locate and click on the icon Proxy:


NOVA SOUTHEASTERN UNIVERSITY
Shark Talent Management Suite
LEARNING • PERFORMANCE • CAREER


Search  


Home How To's and FAQ's Learning Performance Succession Reports My Team ILT Content **Admin** my Success Care Integration Suite


Users

Use these boxes and pop-up menus below to define your search criteria.


employee City Manager 

First Name State Approver 



User ID Zip Active 

User Name Country 

Email


Select OU Criteria 

[+ Add User](#) [+ Create New Group](#)

 Search 

From the Search Results, select the option Proxy As Another User:

Search Results

User	User Name	User ID	Status	Identifier	Manager	Approver	Options
Employee, Eddie	employee	employee	Active	Client Test Div- DO NOT DEACTIVATE (Division)	Suzie Supervisor	Suzie Supervisor	

- Permissions
- Change Password
- View Transcript
- Resume
- View My Team Profile
- Employee Salary
- Proxy As Another User**
- Manage Device Tokens

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iotWebForm DoPostBackWithOotions/new WebForm PostBackOotions!rotUsers\$ctl00\$ddlUserOotions\$lnkProxvAsUser". "", true, "", false, true)

Enter a reason for the proxy action and click Login:

Proxy As Another User

Eddie Employee

To login as Eddie click Login after indicating a reason.

Comments

review task goals



User Name
Eddie Employee
Location
User ID
employee
E-mail
be193@nova.edu

Cancel

Login

From the popup box, click Submit.

Proxy as Eddie Employee

By logging in as Eddie Employee, you will have full access to their account.
Note: Any changes made will not be audited.

Cancel

Submit

Your browser should open up a new session with the proxy.

Be sure to have popups enabled!