

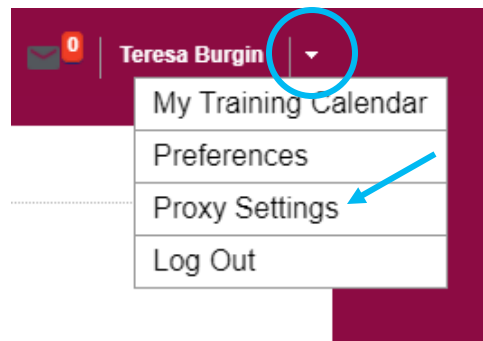
Granting Proxy Access in Training Central

What is a proxy?

A proxy is another user that you assign to act on your behalf. A proxy can be assigned access to your team dashboard. Proxies are assigned for a specific period of time such as vacation or travel times. Proxies can be assigned for a maximum of one (1) year.

To set up proxy access:

1. Login to **Training Central** - <https://trainingcentral.nmsu.edu>.
The **Home** page appears.
2. Click the small triangle beside your name in the upper right side of the page and click the **Proxy Settings** link.



4. From the proxy page, click on **Add New Proxy**.

My Account: Proxy Settings

Act as a Proxy for Show

[Request Proxy Access](#)

No items found

Acting as your Proxy [Add New Proxy](#)

Name	Created By	Start Date	End Date	Access Type	Status	Actions
Jennivere Marjeta	Jennivere Marjeta	08/12/2020	08/19/2020	Role-based assessment	Approved	Actions
Justin Baker	Justin Baker	08/12/2020	08/19/2020	Role-based assessment	Approved	Actions

[Close](#)

The following screen will appear.

New Proxy Access Request

Proxy By* * = required

Start Date* 08/21/2020

End Date* 08/28/2020

Type of Access

- Select roles that proxy can access
 - Home
 - Manager's Desk
 - Catalog Administration
- Select tasks that proxy can access
 - Enrollment Approvals
 - Ad hoc Transcript Approvals

Save Cancel

5. Search for or enter the **Username** of the person for whom you want to grant access.

New Proxy Access Request

Proxy By* EAH823 * = required


Start Date* 08/21/2020

End Date* 08/28/2020

Type of Access

- Select roles that proxy can access
 - Home
 - Manager's Desk
 - Catalog Administration
- Select tasks that proxy can access
 - Enrollment Approvals
 - Ad hoc Transcript Approvals

Save Cancel

You can either directly type in the Username in the **Proxy By*** field if you know it, or choose the pick tool  to bring up a search query box.

New Proxy Access Request

Proxy By* ea * = required

Username	Name
ANDREWCE	Andrew Easley
EABRAMS	Elizabeth Abrams
EACERO	Evangelina Acero
EADAMS	Eve Adams
EAGUIRRE	Esther Aguirre
EAH	Emily Hauquitz
EAH823	Elyssa Hernandez
EAHORN	Elizabeth Horn

Type of Access

- Select tasks that proxy can access
 - Enrollment Approvals
 - Ad hoc Transcript Approvals

Save Cancel

Select the **Type of Access** you want the proxy to have. The **Manager's Desk** is typically selected to view the employees reporting to you.

New Proxy Access Request * = required

Proxy By*

Start Date*

End Date*

Type of Access

- Select roles that proxy can access
 - Home
 - Manager's Desk
 - Catalog Administration
- Select tasks that proxy can access
 - Enrollment Approvals
 - Ad hoc Transcript Approvals

If you also have training administrator access, you **cannot** assign proxy access to your other security roles. Additionally, analytics access cannot be assigned to a proxy.

6. Click **Save** and **Close**. When you revisit the **Proxy Settings**, you will see the new name in the **Acting as Your Proxy** list.

My Account: Proxy Settings

Act as a Proxy for **Show** Active ▾

[Request Proxy Access](#)

No items found

Acting as your Proxy [Add New Proxy](#)

Name	Created By	Start Date	End Date	Access Type	Status	Actions
Elyssa Hernandez	Teresa Burgin	08/21/2020	08/28/2020	Role-based assessment	Approved	Actions
Jagan Butler	Teresa Burgin	07/22/2020	07/29/2020	Task-based assessment	Approved	Actions

To remove a Proxy from your list, click on **Actions** and select **Delete**.

My Account: Proxy Settings

Act as a Proxy for

Show Active ▾

[Request Proxy Access](#)

No items found

Acting as your Proxy

Name	Created By	Start Date	End Date	Access Type	Status	Actions
Elyssa Hernandez	Teresa Burgin	08/21/2020	08/28/2020	Role-based assessment	Approved	Actions
Jagan Butler	Teresa Burgin	07/22/2020	07/29/2020	Task-based assessment	Approved	Actions

Actions

- [View/Edit](#)
- [Delete](#)

[Actions](#)