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:**

   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**.
The following screen will appear.

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

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.
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.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Created By</th>
<th>Start Date</th>
<th>End Date</th>
<th>Access Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elyssa Hernandez</td>
<td>Teresa Burge</td>
<td>08/21/2020</td>
<td>08/28/2020</td>
<td>Role-based assessment</td>
<td>Approved</td>
</tr>
<tr>
<td>Jagan Butler</td>
<td>Teresa Burge</td>
<td>07/22/2020</td>
<td>07/29/2020</td>
<td>Task-based assessment</td>
<td>Approved</td>
</tr>
</tbody>
</table>