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.

To set up proxy access:
1. Login to Training Central - https://trainingcentral.nmsu.edu
   The Home page appears
2. Select the MY TEAM icon in the top left corner of the page.
3. 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 select 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 other the employees reporting to a specific manager.

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

💡 **Tip**

If you also have training administrator access, you **cannot** assign proxy access to your other security roles.
To remove a Proxy from your list, click on **Actions** and select **Delete**.