

## PROXY INSTRUCTION GUIDE (FACULTY, DESIGNEES, COLLEGE AND DEPARTMENT ADMINS)

### PROXY EDITING SECTION OVERVIEW:

Proxy editing allows users to manage another individual's profile by temporarily assuming their access rights. This guide explains how to proxy edit as a faculty or non-faculty member within the system.

## ACCESSING PROXY EDITING SECTION

### PROXY LOG IN NAVIGATION:

1. **Log in:** The system using your credentials ([See Navigation Guide](#)).

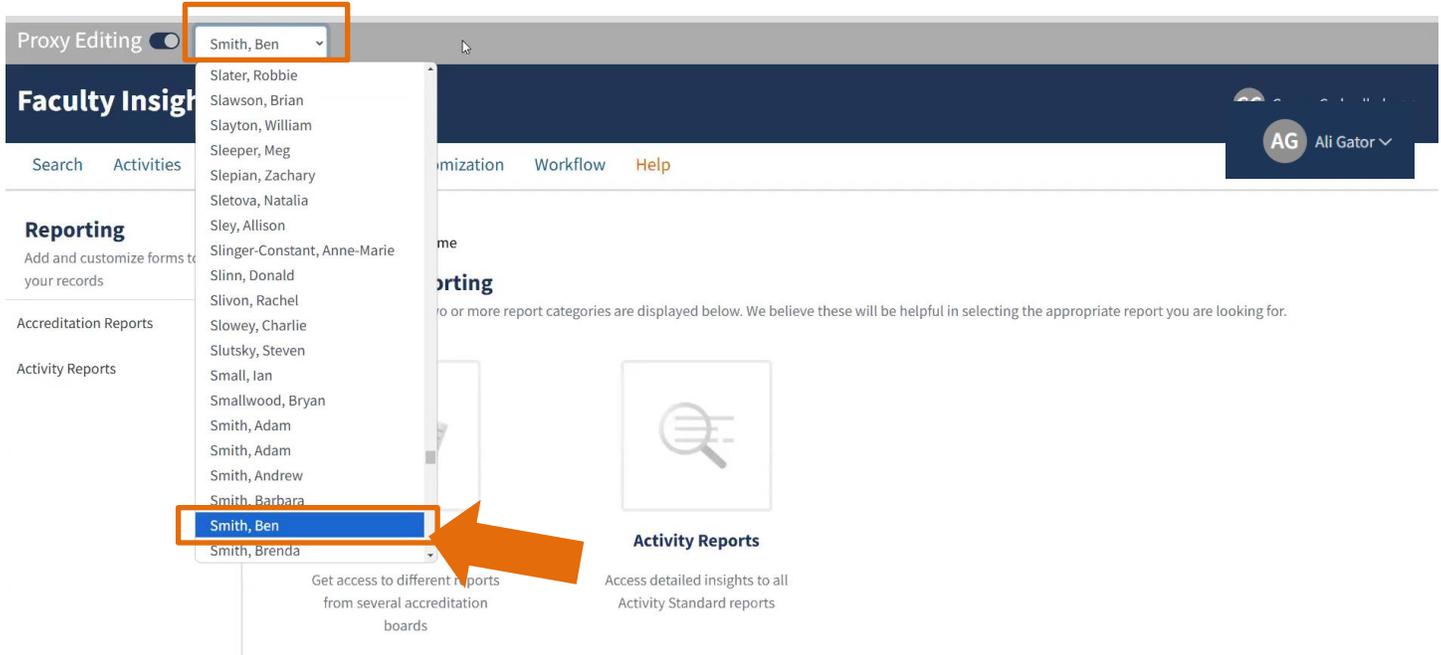
**NOTE:** If you have proxy editing privileges, a gray banner will appear at the top of the screen. This banner remains visible regardless of which tab you are on.

The screenshot shows the Faculty Insight Reporting interface. At the top, a gray banner contains a 'Proxy Editing' toggle switch, which is currently turned off. Below this is a dark blue navigation bar with the 'Faculty Insight' logo on the left and a user profile dropdown on the right showing 'AG Ali Gator'. The main content area is titled 'Reporting' and includes a sidebar with 'Accreditation Reports' and 'Activity Reports'. Two report categories are displayed: 'Accreditation Reports' (with a document icon) and 'Activity Reports' (with a magnifying glass icon). Two orange arrows point to the 'Proxy Editing' toggle and the user profile dropdown menu.

## ENABLING PROXY EDITING SECTION

### ENABLING PROXY:

1. **Locate:** The **Proxy Editing Toggle** and turn it on.
2. **Use the drop-down menu:** A drop-down menu will appear, listing the faculty members you have permission to proxy edit. Use the up and down arrow keys to navigate through the names.
3. **Click:** On the desired name to select it.

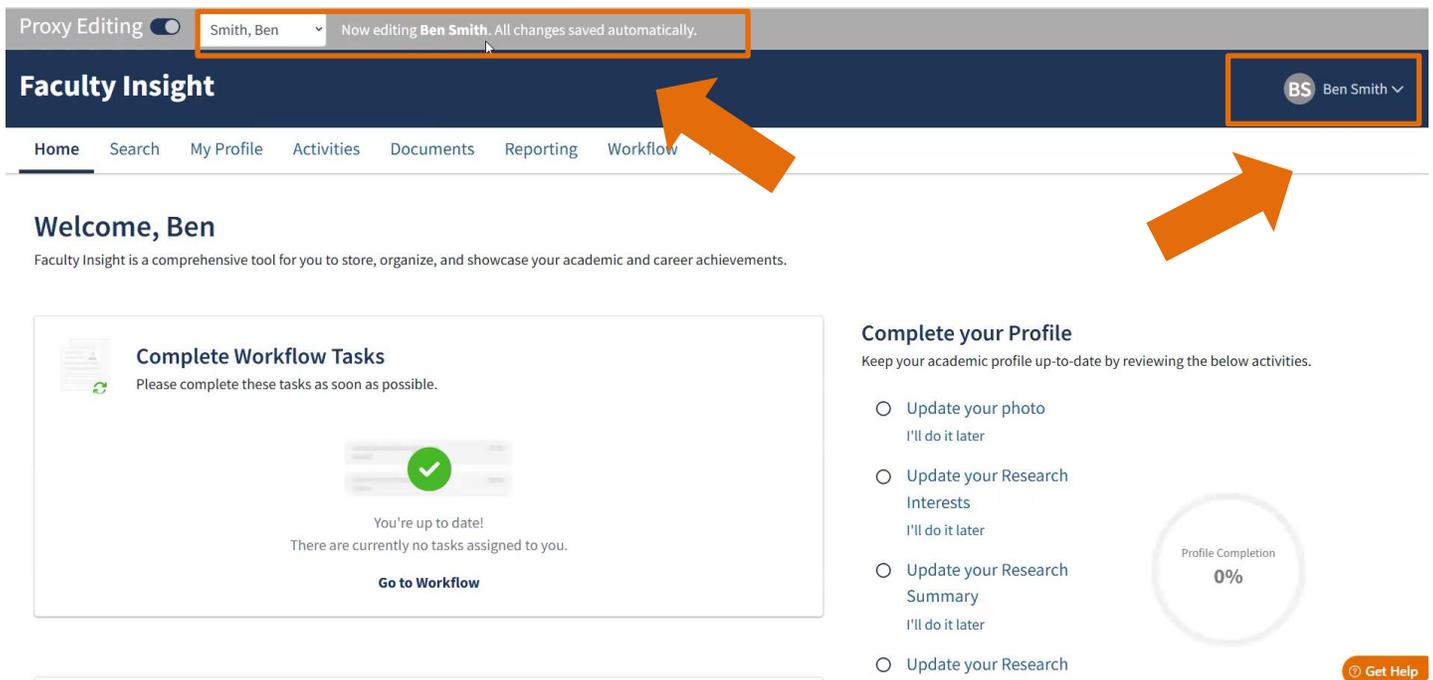


**CONFIRMING PROXY EDITING SECTION**

**CONFIRMING PROXY EDITING MODE:**

1. **After selecting a faculty member:** A message will confirm that you are now proxy editing as that individual.

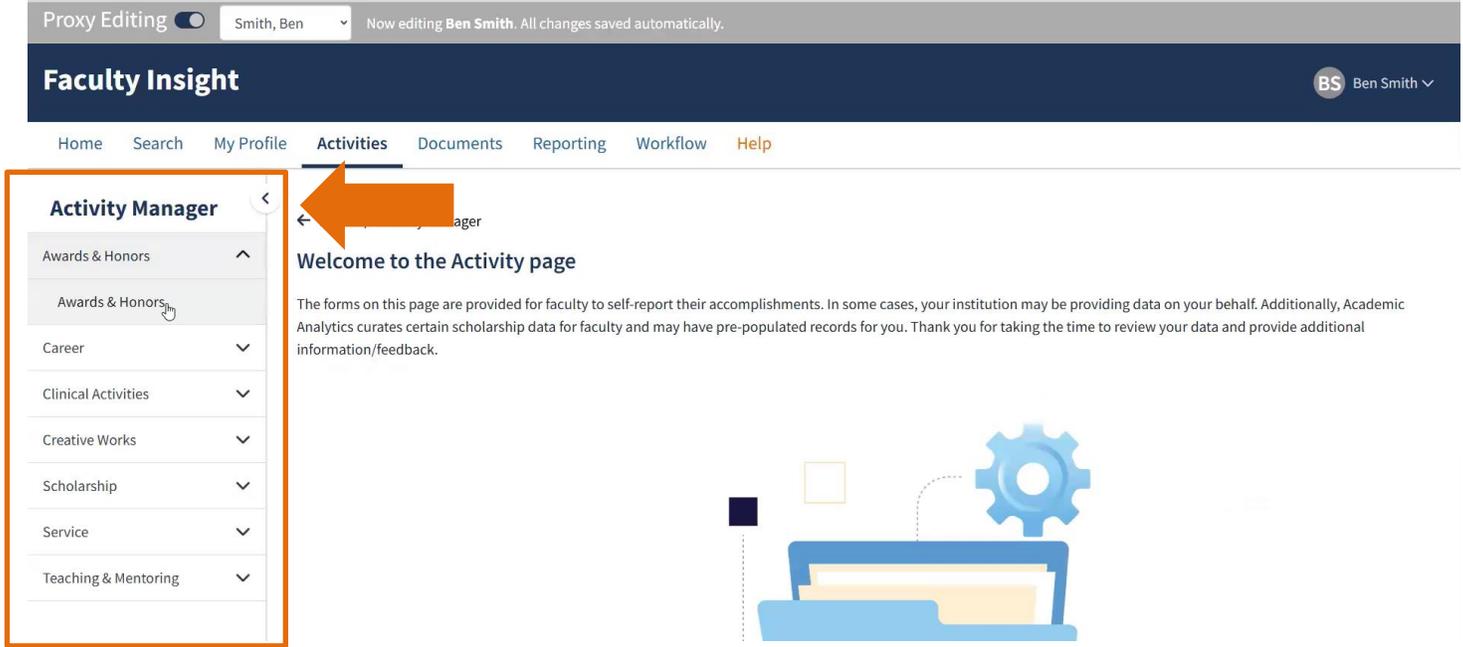
**NOTE:** You will now have full access to the faculty member’s profile.



MANAGING ACTIVITIES SECTION

MANAGING ACTIVITIES AS A PROXY:

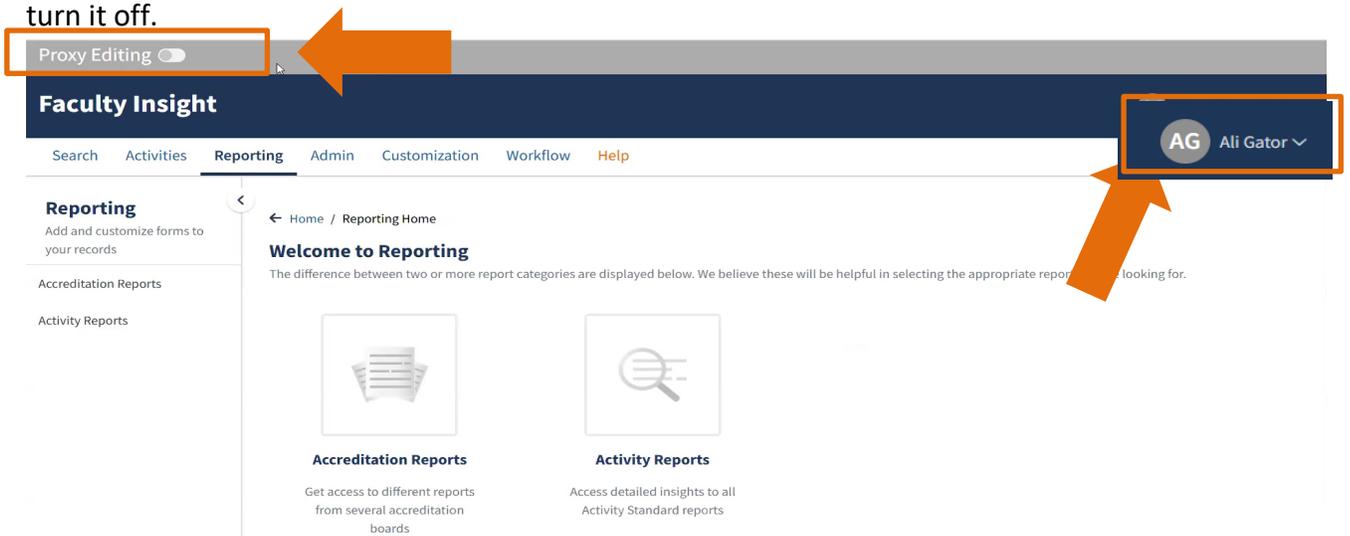
1. **Once proxy editing is enabled:** Refer to other instructional guides (IGs) for managing specific activities in the activity manager on behalf of the selected faculty member [\(See Navigation Guide\)](#).



EXITING PROXY SECTION

EXITING PROXY EDITING MODE:

1. **To stop proxy editing:** Log out or switch back to your original user profile as needed.
2. **NOTE:** If you leave the Proxy Editing toggle on, it will impact your view of the platform. Remember to turn it off.



**FOR ADDITIONAL ASSISTANCE**

**Policies & General Questions**

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**Technical Issues**

Academic Analytics

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