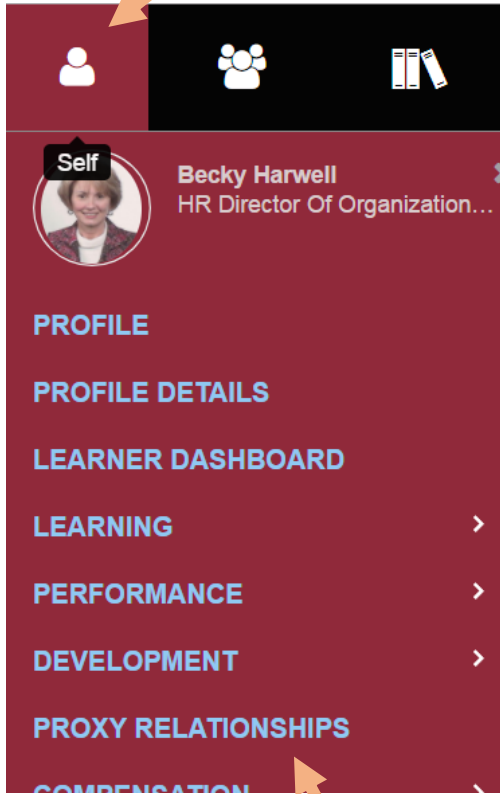


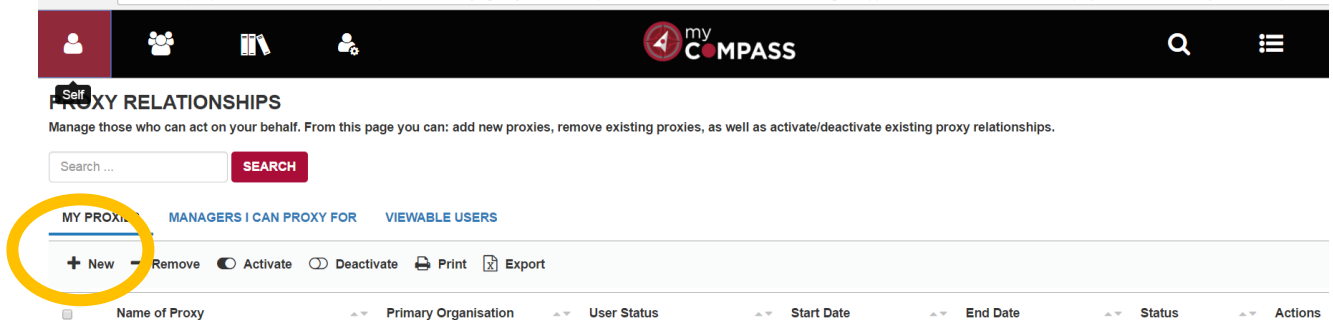
# Manager's Guide to Creating Proxies for **Learning Management System of My Compass** –NOT FOR THE RECRUITING MODULE.

1. Click on Self



2. Click on Proxy Relationship

3. Click on New



The name of the manager may appear in the box, but if not, click the browse button that appears by the Name of Manager box.

### PROXY RELATIONSHIP PROPERTIES

Specify the dates between which you want a proxy to be active. If you want the proxy to be active for an indefinite period, select the Activate Proxy indefinitely option. Similarly, if you want the proxy to remain inactive for an indefinite period, select the Inactivate Proxy indefinitely option.

Name of the manager:

Name of the proxy:

BROWSE...

Note: Browse for a user to proxy for the manager name you see above.

- Activate Proxy Relationships:
- Activate Proxy indefinitely
  - Inactivate Proxy indefinitely
  - Activate Proxy between

CANCEL SAVE

When you select Browse you will see a box to search for a user. This is where you will enter either the name of the manager or the name of the proxy, depending on the role (Manager or Proxy).

SumTotal

### SELECT A USER

Follow the instructions below to search for a user.

Search: [Help](#)

To find a user account, enter a first or last name in the Search box and click GO.  
Depending upon the user identifier column configured, you may be able to also search by user number or e-mail address.  
For more information about searching, click the Help link located near the Search box.

CANCEL

(See entered name below)

SumTotal

### SELECT A USER

Select one user from the list below and click OK.

Search: [Help](#)

Name	Primary Organization	User Number
<input checked="" type="radio"/> Wesley Alford	VCF HR Organizational Development	49452

OK CANCEL

Enable the radio button by the name of the person you are selecting and click OK.

**PROXY RELATIONSHIP PROPERTIES**

Specify the dates between which you want a proxy to be active. If you want the proxy to be active for an indefinite period, select the Activate Proxy indefinitely option. Similarly, if you want the proxy to remain inactive for an indefinite period, select the Inactivate Proxy indefinitely option.

Name of the manager:  
Becky Harwell

Name of the proxy:  
Wesley Alford BROWSE...

Note: Browse for a user to use for the manager name you see above.

Activate Proxy Relationships:

- Activate Proxy Indefinitely
- Inactivate Proxy Indefinitely
- Activate Proxy between

Start date:  End date:

CANCEL SAVE

Next select the appropriate button under Activate Proxy Relationship. If it is only for a period of time, select the Activate Proxy between and then start and end dates from the calendar.

Click **Save**.

**PROXY RELATIONSHIPS**

Manage those who can act on your behalf. From this page you can: add new proxies, remove existing proxies, as well as activate/deactivate existing proxy relationships.

Search ... SEARCH

MY PROXIES MANAGERS I CAN PROXY FOR VIEWABLE USERS

+ New - Remove  Activate  Deactivate Print Export

Name of Proxy	Primary Organisation	User Status	Start Date	End Date	Status	Actions
Wesley Alford	VCF HR Organizational Development	Active Employee	6/8/2017	6/9/2017	Inactive	<span style="border: 1px solid red; padding: 2px; background-color: #800000; color: white;">EDIT</span>

See the Proxy you created.

To Edit this Proxy click on the EDIT button and make the changes needed.

**PROXY RELATIONSHIP PROPERTIES**

Specify the dates between which you want a proxy to be active. If you want the proxy to be active for an indefinite period, select the Activate Proxy Indefinitely option. Similarly, if you want the proxy to remain inactive for an indefinite period, select the Inactivate Proxy Indefinitely option.

Name of the manager:  
Becky Harwell

Name of the proxy:  
Wesley Alford BROWSE...

Note: Browse for a user to proxy for the manager name you see above.

Activate Proxy Relationships:

- Activate Proxy Indefinitely
- Inactivate Proxy Indefinitely
- Activate Proxy between

Start date: 6/8/2017 12:00pm      End date: 6/9/2017 12:00pm

CANCEL SAVE

## Manager's Guide to Remove a Proxy

Navigate to the proxy through steps 1 and 2. Enable the radio button beside the person you would like to remove and click Remove.

**PROXY RELATIONSHIPS**

Manage those who can act on your behalf. From this page you can: add new proxies, remove existing proxies, as well as activate/deactivate existing proxy relationships.

Search ... SEARCH

**MY PROXIES**    MANAGERS I CAN PROXY FOR    VIEWABLE USERS

+ New   - Remove    Activate    Deactivate   Print   Export

<input type="checkbox"/>	Name of Proxy	Primary Organisation	User Status	Start Date	End Date	Status	Actions
<input checked="" type="checkbox"/>	Wesley Alford	VCF HR Organizational Development	Active Employee	6/8/2017	6/9/2017	Inactive	<span style="border: 1px solid red; padding: 2px;">EDIT</span>

You will see the screen below.

**PROXY RELATIONSHIPS**

Manage those who can act on your behalf. From this page you can: add new proxies, remove existing proxies, as well as activate/deactivate existing proxy relationships.

Search ... SEARCH

**MY PROXIES**    MANAGERS I CAN PROXY FOR    VIEWABLE

+ New   - Remove    Activate    Deactivate   Pr

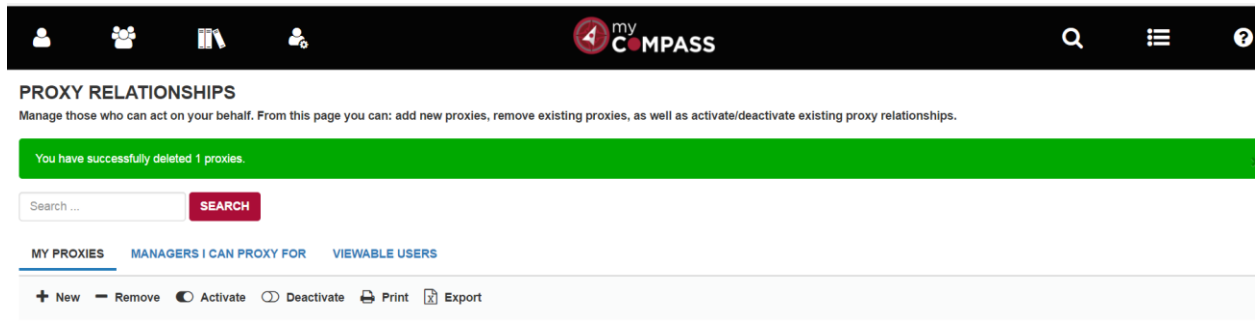
**CONFIRM DELETE** ✕

Are you sure you want to delete 1 user(s) from proxy?

CLOSE CONTINUE

<input type="checkbox"/>	Name of Proxy	Primary Organisation	User Status	Start Date	End Date	Status	Actions
<input checked="" type="checkbox"/>	Wesley Alford	VCF HR Organizational Development	Active Employee	6/8/2017	6/9/2017	Inactive	<span style="border: 1px solid red; padding: 2px;">EDIT</span>
<input type="checkbox"/>	Shelby Owens	VCF HR Organizational Development	Active Employee			Active	<span style="border: 1px solid red; padding: 2px;">EDIT</span>
<input type="checkbox"/>	Sara Windsor	VCF HR Administration	Active Employee			Active	<span style="border: 1px solid red; padding: 2px;">EDIT</span>

Choose the deletion by clicking on CONTINUE and see the confirmation in green.



The screenshot shows the top navigation bar of the myCOMPASS application. On the left, there are icons for a user profile, a group of people, a book, and a person with a plus sign. The logo "myCOMPASS" is in the center, and on the right, there are icons for search, a menu, and help. Below the navigation bar, the page title is "PROXY RELATIONSHIPS" with a subtitle: "Manage those who can act on your behalf. From this page you can: add new proxies, remove existing proxies, as well as activate/deactivate existing proxy relationships." A prominent green banner displays the message: "You have successfully deleted 1 proxies." Below this, there is a search bar with the text "Search ..." and a red "SEARCH" button. Underneath the search bar are three tabs: "MY PROXIES" (which is selected), "MANAGERS I CAN PROXY FOR", and "VIEWABLE USERS". At the bottom of the interface, there is a toolbar with the following options: "+ New", "- Remove", "● Activate", "○ Deactivate", "Print", and "Export".