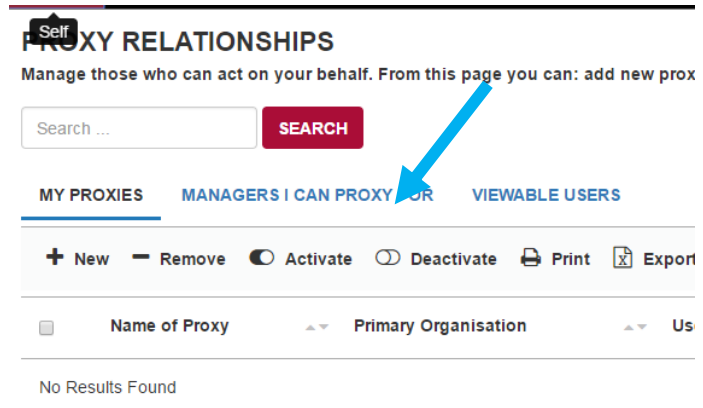
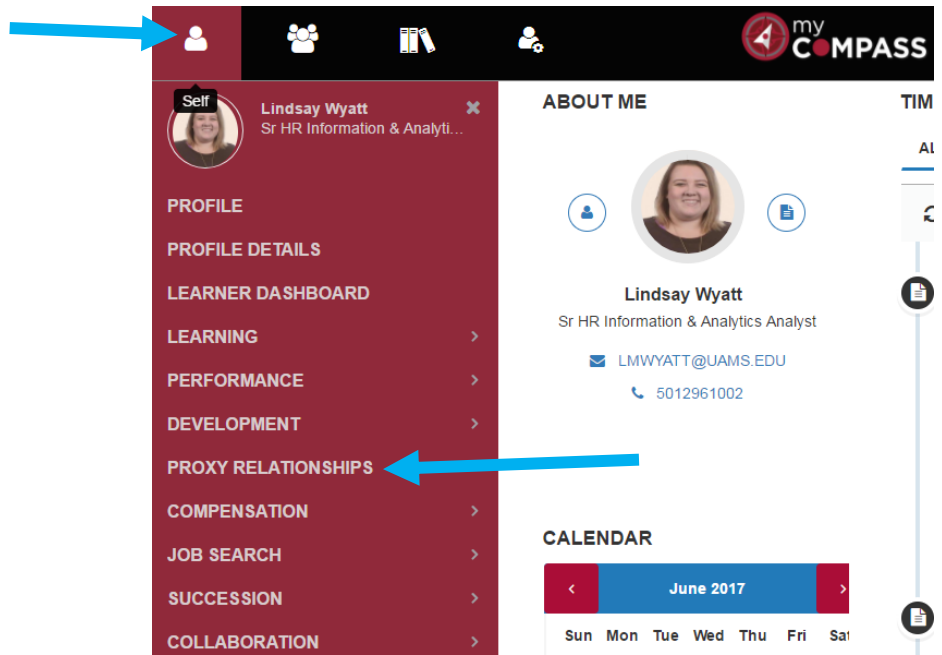


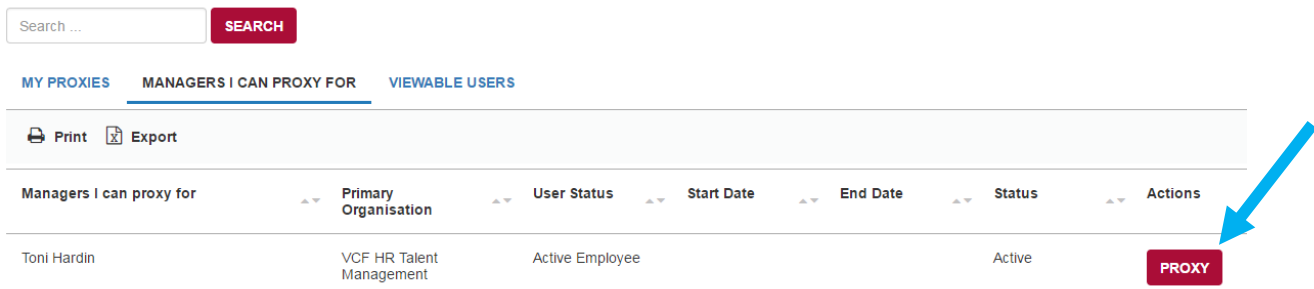
### Using proxy relationships within the Learning Management portion of My Compass as a proxy



If blank- have your manager or HR manager add you as a proxy for the manager(s) that you need.

#### PROXY RELATIONSHIPS

Search for managers to whom you are a proxy and initiate proxy session.



This will pull up that manager's dashboard

**myCOMPASS**

**QUICK LINKS TO UAMS REPORTS**  
Training Deficiency Report  
Reports Library  
Search for Training Report

**EXCEPTION REPORT**

last updated: 6/21/2017-11:33 PM CD

**USERS (5)**    **ACTIVITIES**

User Search... [Q]

Print    Export    Direct Reports    Sort by: [G]

**Rosialyn Booth-Butler**  
BOOTHROSIALYNV@UAMS.EDU  
User Number: 8538  
Required: 1  
Recommended: 1  
33%  
PROFILE [v]    2 INCOMPLETE

**Sade Latriece Hayman**  
SLHAYMAN@UAMS.EDU  
User Number: 51681  
Required: 1  
Recommended: 6  
22%

**To search for a person by name**

**To look at deficiencies**

**See more info below**

**Rosialyn Booth-Butler**  
BOOTHROSIALYNV@UAMS.EDU  
User Number: 8538  
Required: 1  
Recommended: 1  
33%  
PROFILE [v]    2 INCOMPLETE

- Learner Approvals
- Self-Reported Training
- Training Analysis
- Training Schedule
- Training Transcript

To register someone for training- first select training schedule and see if they are already registered for it.

To see what someone has taken and completed for instructor led classes and online training select training transcript.

When you select training analysis, training schedule or training transcript- this will open EMULATION- which means you will be logged in as that user. More information on that below.

When you enter emulation:

This yellow eyeball indicates that you are in emulation mode.

The magnifying glass is where you will search for classes and register as the user

TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

Search ...

CURRENT/UPCOMING EXPRESS INTEREST PENDING SIGNATURES COMPLETED CANCELED WAITING LIST OR PENDING APPROVAL

ALL ONGOING ACTIVITIES UPCOMING ACTIVITIES FIXED DURATION ACTIVITIES

Displaying 1 of 1 Records 10 25 50 100

Export To Excel Print Cancel Registration View Calendar

Activity Name	Status	Code	Region	Start Date	End Date	Actions
My Compass-HM training-Overview Course (eLearning)	IN PROGRESS	UA_1000		5/1/2017		OPTIONS

To register a user for a class. Click on the eyeball- enter the name of the class (if you know the exact name you can enter that or if you know a portion of the name you can use either quotation marks around it or an asterick to pull up anything like what you are entering.) Then select register.

face to face ALL RESULTS

ALL RESULTS (23)

PEOPLE (0)

ACTIVITY (23)

NAVIGATION (0)

REPORTS (0)

TOP RESULTS FOR FACE TO FACE

ACTIVITY (23) VIEW ALL

Face-to-Face New Employee Orientation

This session is required of all new employees located on the main campus. This session includes Patient Family

ILT Class 08/14/17 8:00 am CDT 08/14/17

SELECT Register View Details

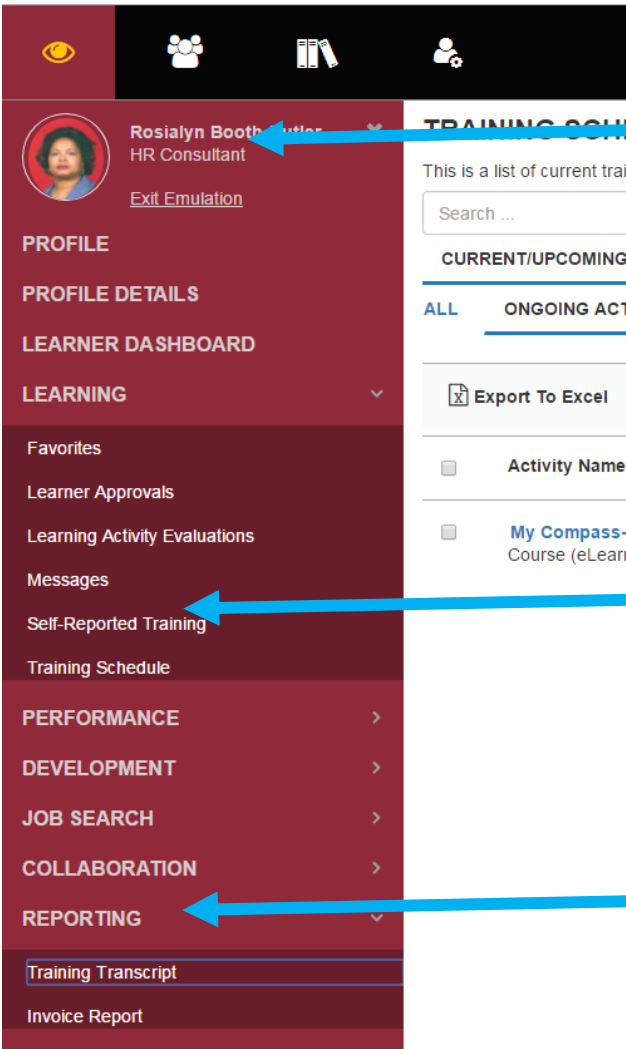
Face-to-Face New Employee Orientation

This session is required of all new employees located on the main campus. This session includes Patient Family

ILT Class 08/28/17 8:00 am CDT 08/28/17

SELECT

Then select a date and time and click submit at the right bottom of the screen.

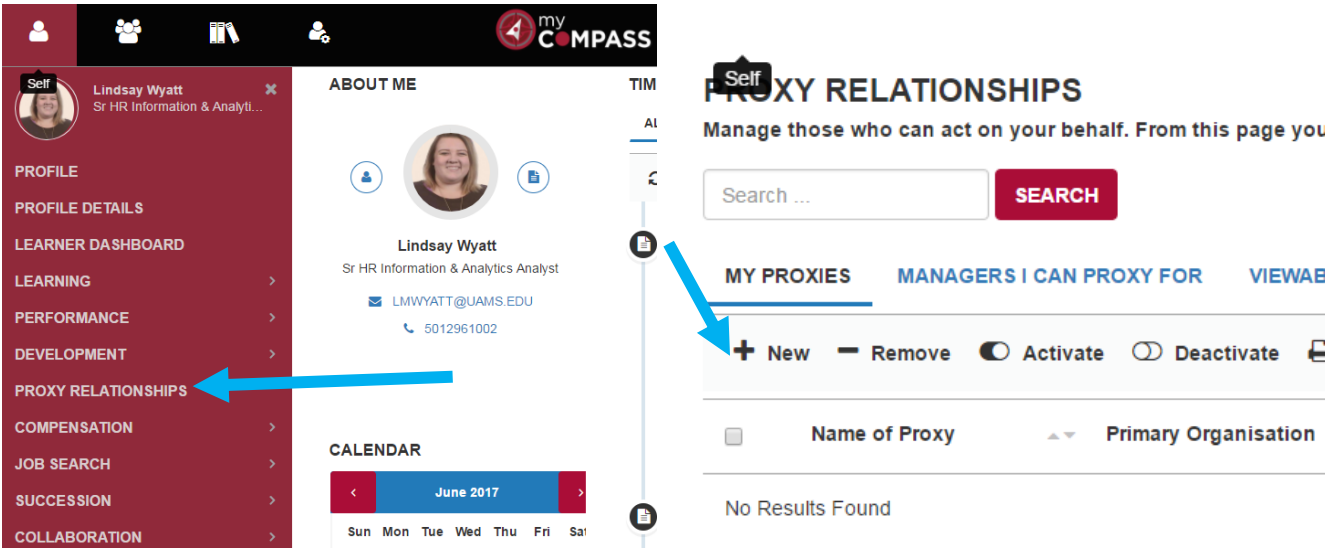


To exit emulation (to return to your dashboard) select exit emulation under the self-icon.

To navigate to their training schedule expand the learning option and select training schedule to see their in progress and upcoming training

To navigate to their training transcript, expand their reporting option and click on training transcript to see what they have already taken

How to add a proxy relationship in the learning management portion of My Compass as a manager



Enter their name of SAP # and then click the magnifying glass to search

### PROXY RELATIONSHIP PROPERTIES

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

Name of the manager:

Name of the proxy: \*

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

### SELECT A USER

Follow the instructions below to search for a

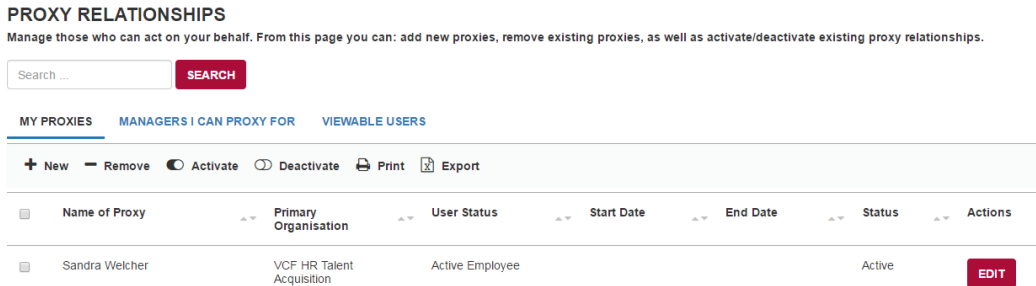
Search:

Select the bubble next to their name and click ok

Then select whether you want to activate the proxy relationship indefinitely or for a finite period of time (for if they are only going to proxy for you while you're on vacation.)

- Activate Proxy Relationships:**
- Activate Proxy Indefinitely
  - Inactivate Proxy Indefinitely
  - Activate Proxy between

Then select save. Now they will show up on your list of my proxies:



Now to remove a proxy select edit to the right and select to inactivate the proxy relationship.