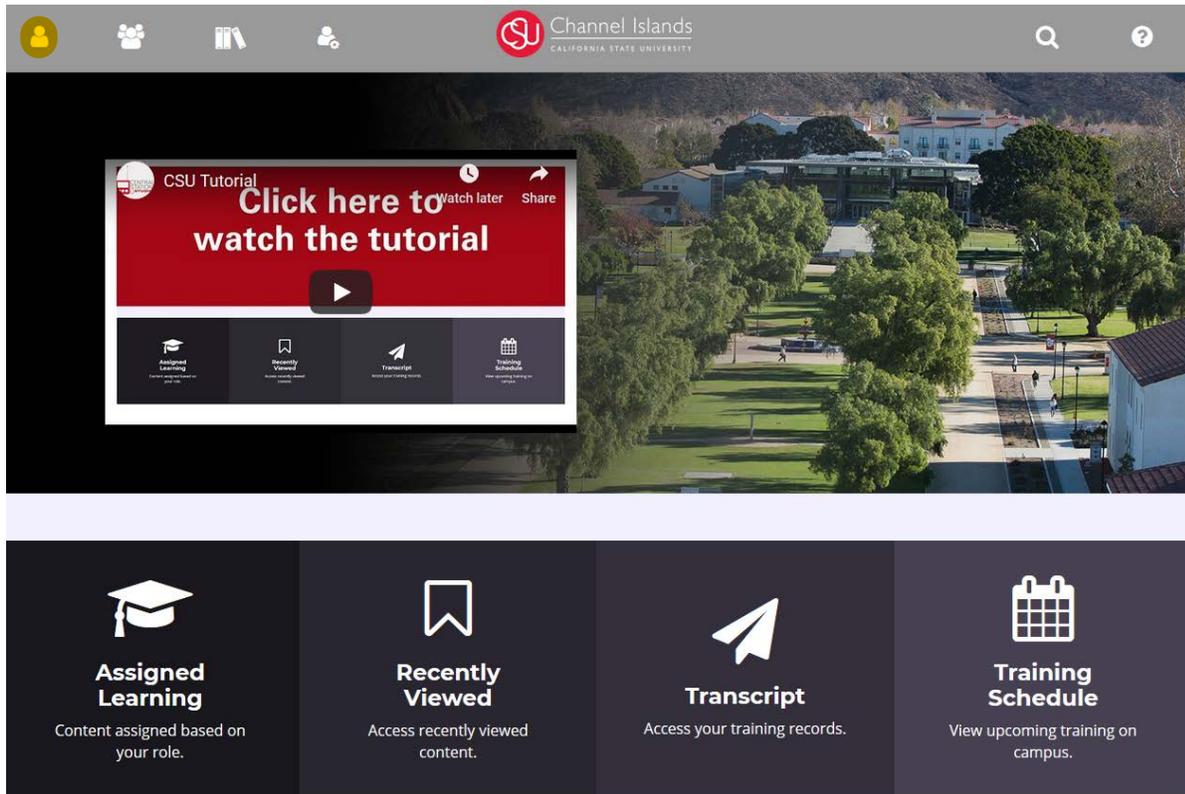
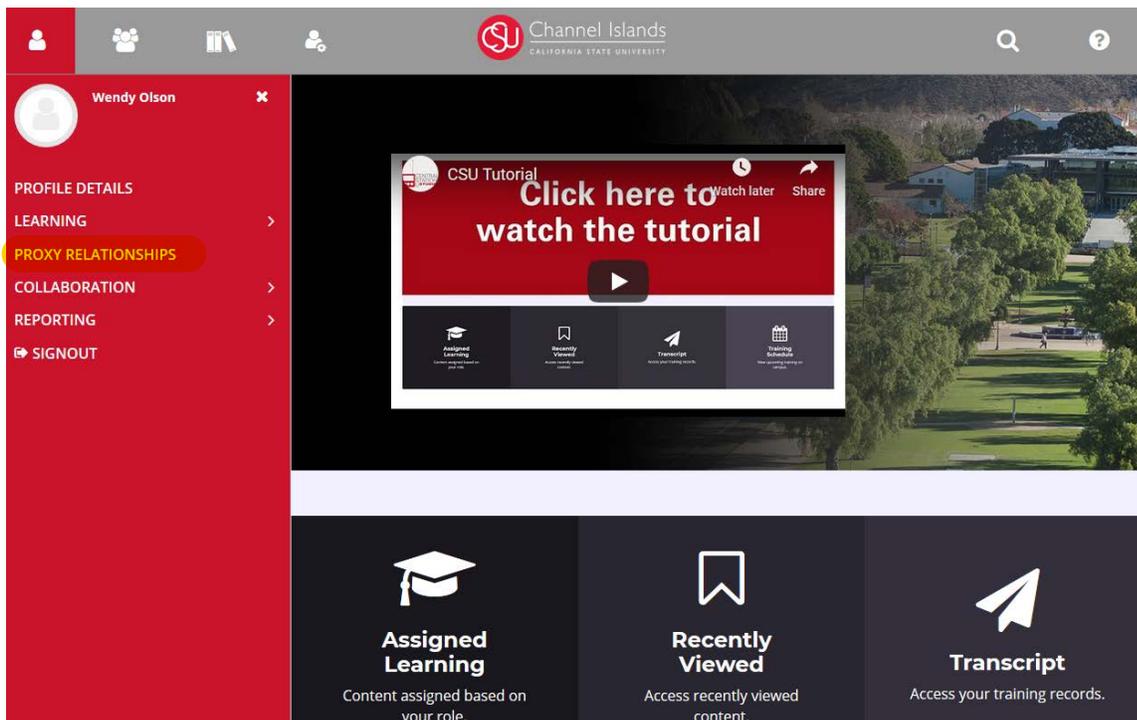


Selecting a Proxy in CSU Learn

1. Once you log into CSU Learn, click on the “SELF” icon in the top left corner:



2. On the SELF menu, select “PROXY RELATIONSHIPS.”



3. On the Proxy Relationships menu, click on "NEW."

The screenshot shows the top navigation bar with the Channel Islands logo and a search icon. Below the header is the "PROXY RELATIONSHIPS" section with a sub-header: "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 search bar with a "SEARCH" button is present. Below the search bar are three tabs: "MY PROXIES", "MANAGERS I CAN PROXY FOR", and "VIEWABLE USERS". A toolbar contains a "+ New" button, a "Remove" button, and radio buttons for "Activate" and "Deactivate", along with "Print" and "Export" icons. A table with the following columns is visible: "Name of Proxy", "Primary Organization", "User Status", "Start Date", "End Date", "Status", and "Actions".

4. On the Proxy Relationship Properties menu, click on "BROWSE" to select a proxy.

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:

Wendy Olson

Name of the proxy:*

BROWSE...

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

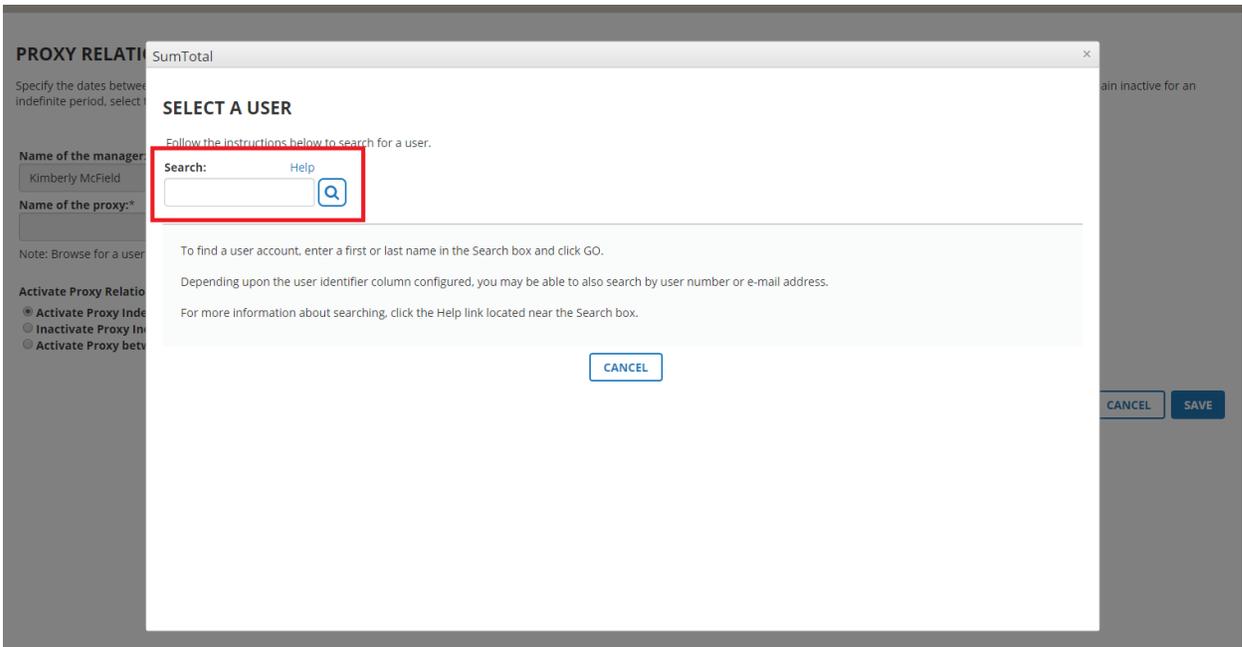
Activate Proxy Relationships:

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

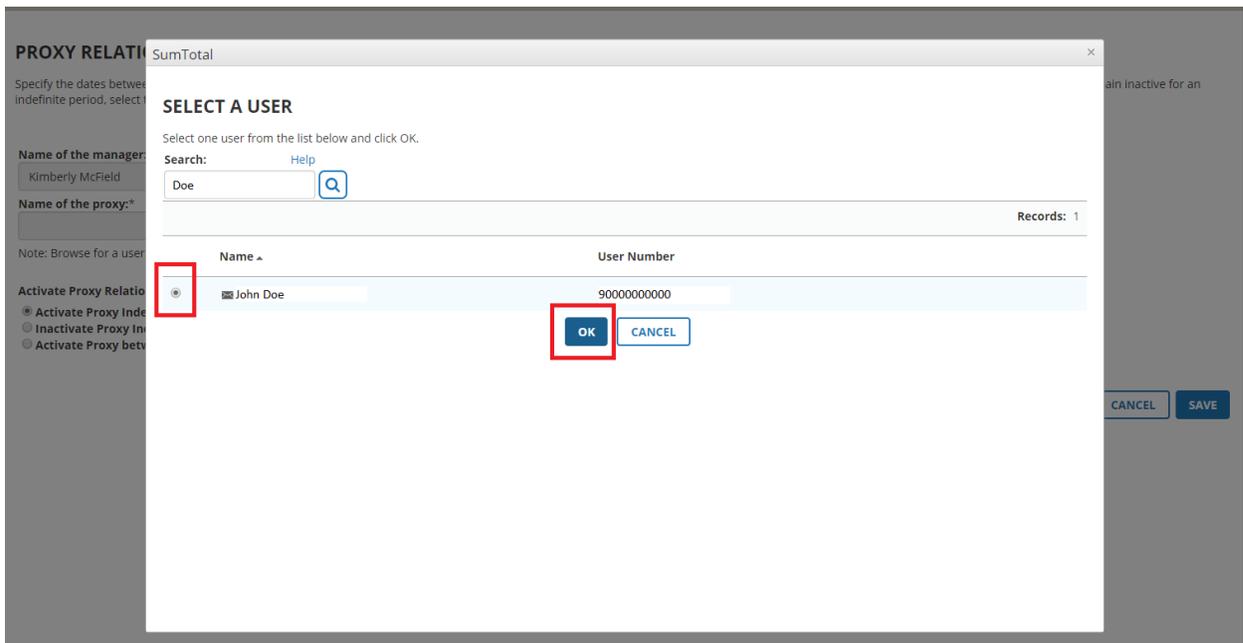
CANCEL

SAVE

5. Type in a first or last name and click on the search icon.



6. Select the user desired and click "OK."



7. Select the length of your proxy relationship. You may activate the proxy indefinitely, or you may select a specific period for your proxy. (The second option is useful for a manager who will be away from the office during a specific period and designates someone to review/approve training requests in his/her absence.) Click "SAVE."

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:
Kimberly McField

Name of the proxy:*
John Doe [BROWSE...](#)

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

Activate Proxy Relationships:

Activate Proxy Indefinitely Selected user will remain your proxy until you inactivate him/her

Inactivate Proxy Indefinitely

Activate Proxy between Selected user will serve as a proxy during the specified dates, then the system will automatically inactivate him/her

Start date:* End date:*

[CANCEL](#) [SAVE](#)

8. Your newly-added proxy will appear on your Proxy Relationships page.

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.

The proxy has been added.

Search ... [SEARCH](#)

[MY PROXIES](#) [MANAGERS I CAN PROXY FOR](#) [VIEWABLE USERS](#)

[+ New](#) [- Remove](#) [☑ Activate](#) [☐ Deactivate](#) [🖨 Print](#) [📄 Export](#)

<input type="checkbox"/>	Name of Proxy ^	Primary Organization ▾	User Status ▾	Start Date ▾	End Date ▾	Status ▾	Actions
<input type="checkbox"/>	John Doe	Stanislaus		12/19/2018	12/20/2018	Inactive	EDIT