

## Access Proxy Management

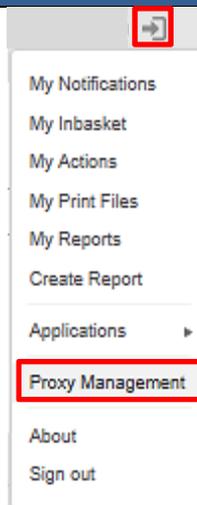
1. Log in to Infor Rich Client.
2. Next to Login Name enter your 6 digit employee number.
3. Password is the **first 3 letters of first name** plus **first 3 letters of last name** plus **the last 4 digits of your SSN**.

Resulting in a 10 or fewer character password:

**fir****las****1234**

4. In the top right area next to your name and employee number click the side arrow

→ ->Proxy Management.

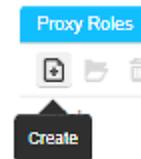
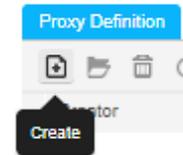


## Perform Proxy Tasks

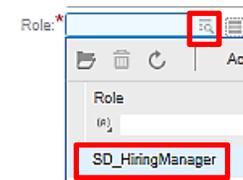
1. Log in as yourself to **Infor Rich Client**.
2. In the top right area next to your name and employee number click the side arrow → ->**Switch to Proxy**.
3. Select the employee name for whom you want to perform proxy work and choose **Manager**.
4. Click **Find Talent**.  
Perform the proxy tasks as if you were the manager.
5. When you are done, click the side arrow → -> **Switch Back From Proxy**.
6. Choosing **Manager** or **Employee** will direct you back to the corresponding space.

## Assign a Proxy

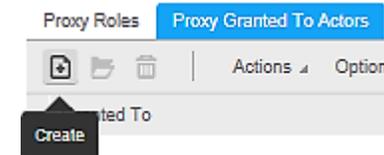
1. From the Proxy Management screen select **Proxy Definition** and click the plus sign + to create a Proxy.
2. Use **your employee #** as Grantor and enter **Proxy name**. Start and End dates are optional. Click **Save** (found on the toolbar).
3. From Proxy Roles click the plus sign + to create a Proxy Role.



4. Click the magnify glass next to Role and select **SD\_HiringManager**.  
Click **Save**.



5. Click the **Back** button from your browser.  
Select **Proxy Granted to Actors** and click the plus sign + to assign the employee's number.



6. To locate your proxy click the magnify glass and enter proxy's last name and first name and press Enter.
7. Select the correct name and click **Save**.

