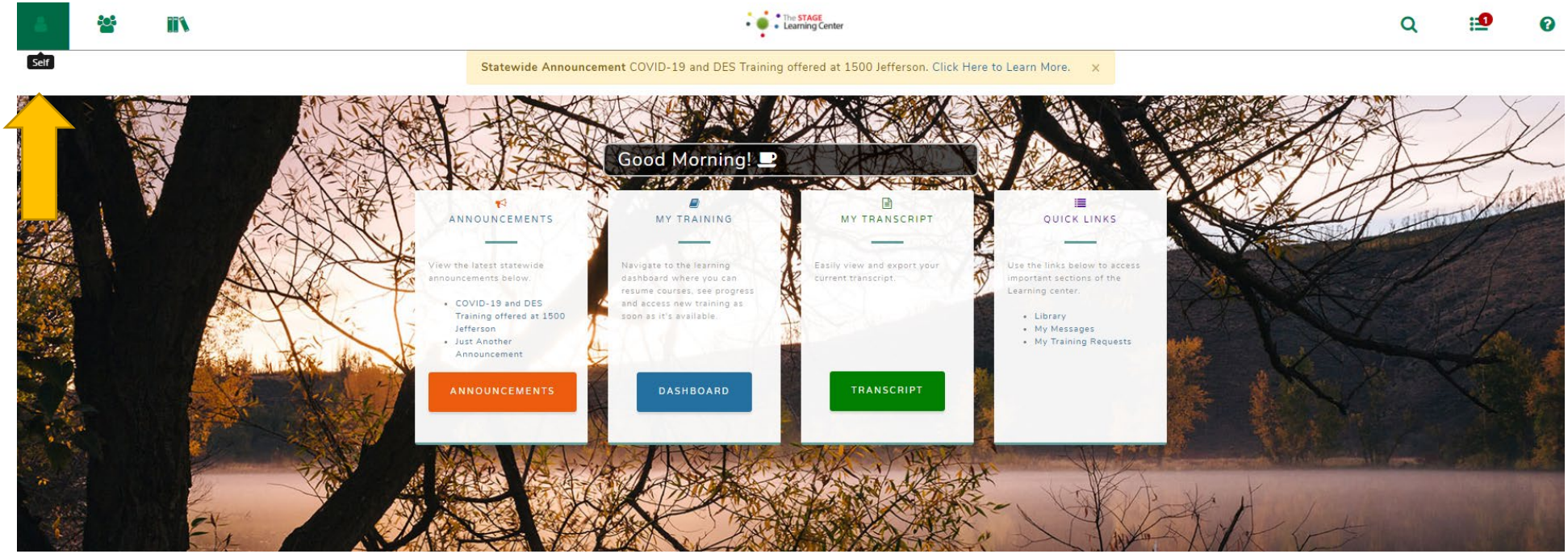
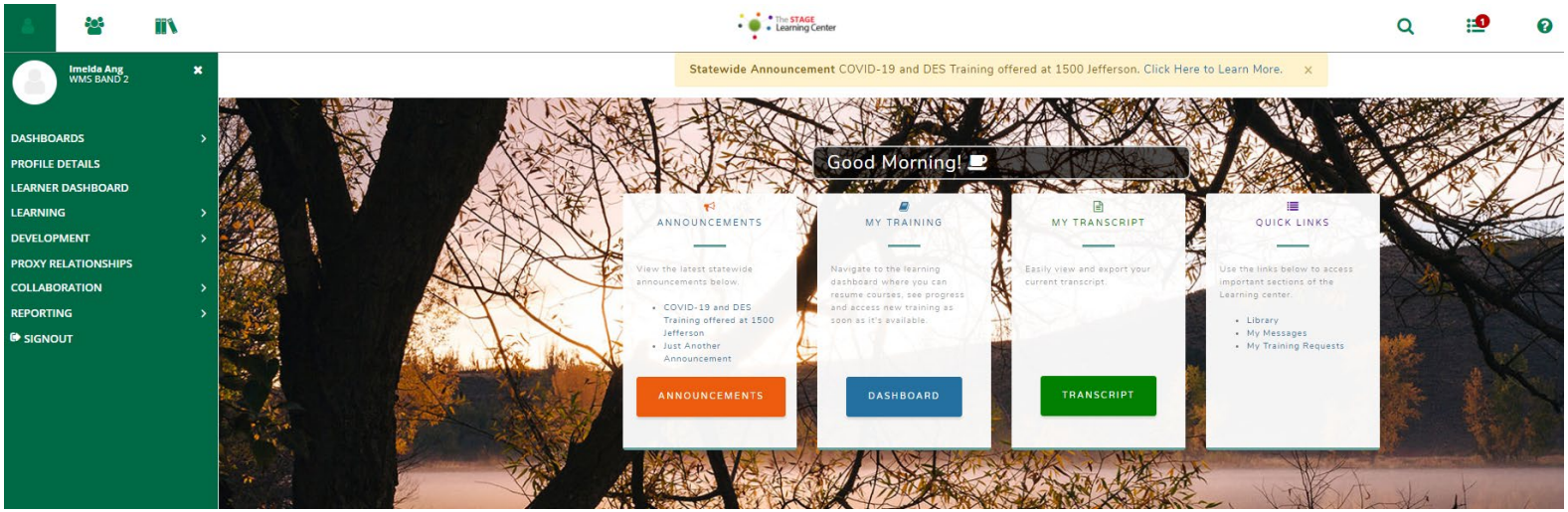
WASHINGTON STATE LEARNING CENTER

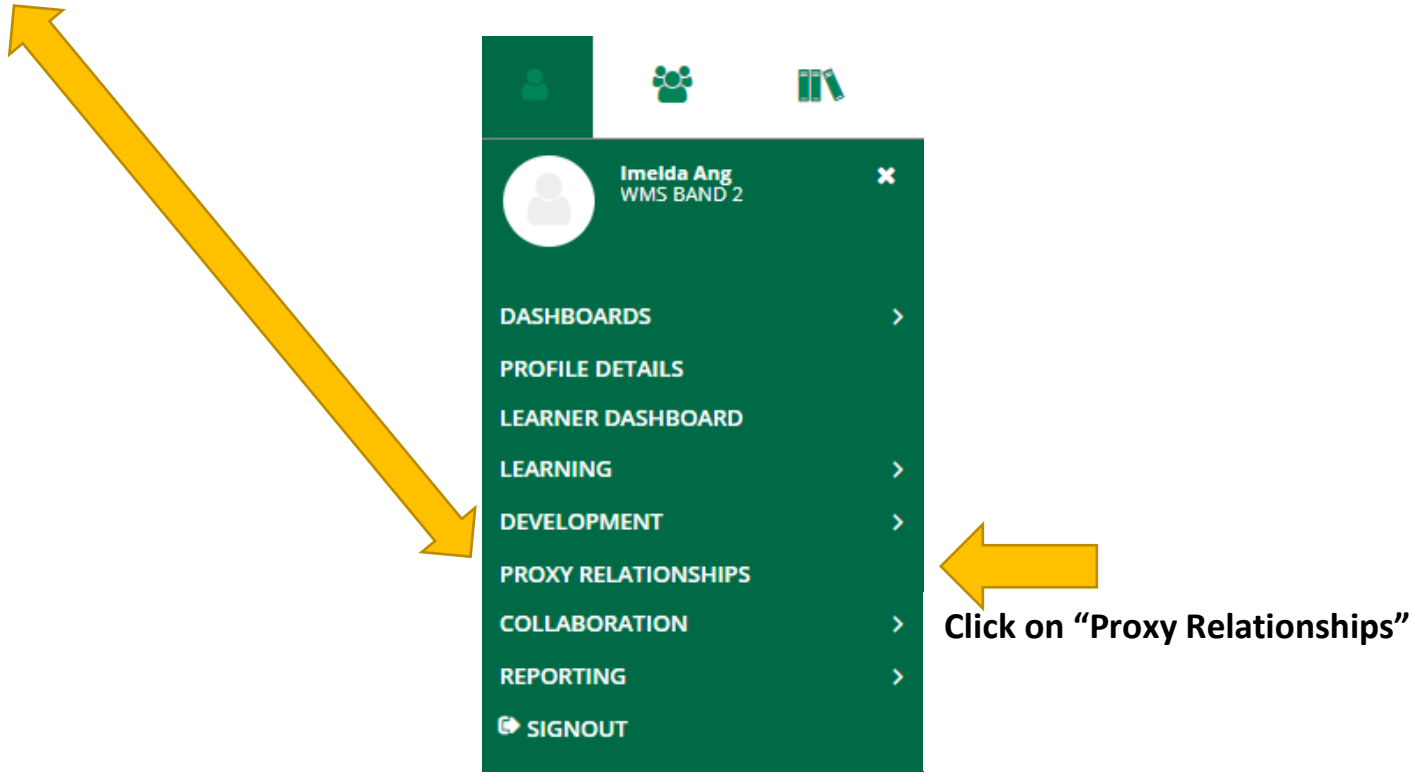
How to Assign a Proxy

Click on the "Self" icon on the home page.

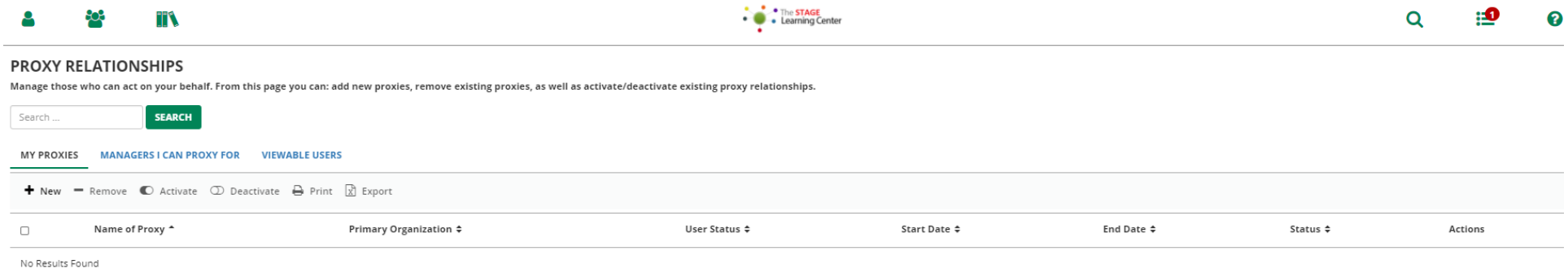


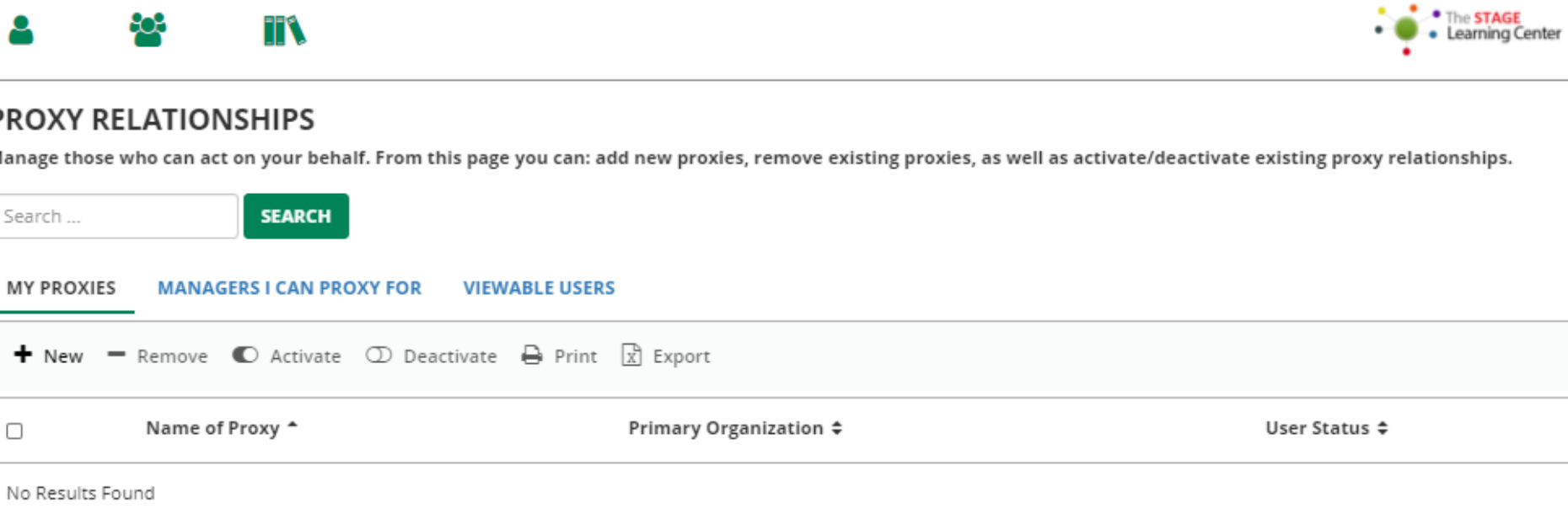
After clicking the “Self” icon, you will be provided an expanded menu.





After clicking on “Proxy Relationships,” you will be directed to the page below.





Click on "New" to start the process of designating a proxy.

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.

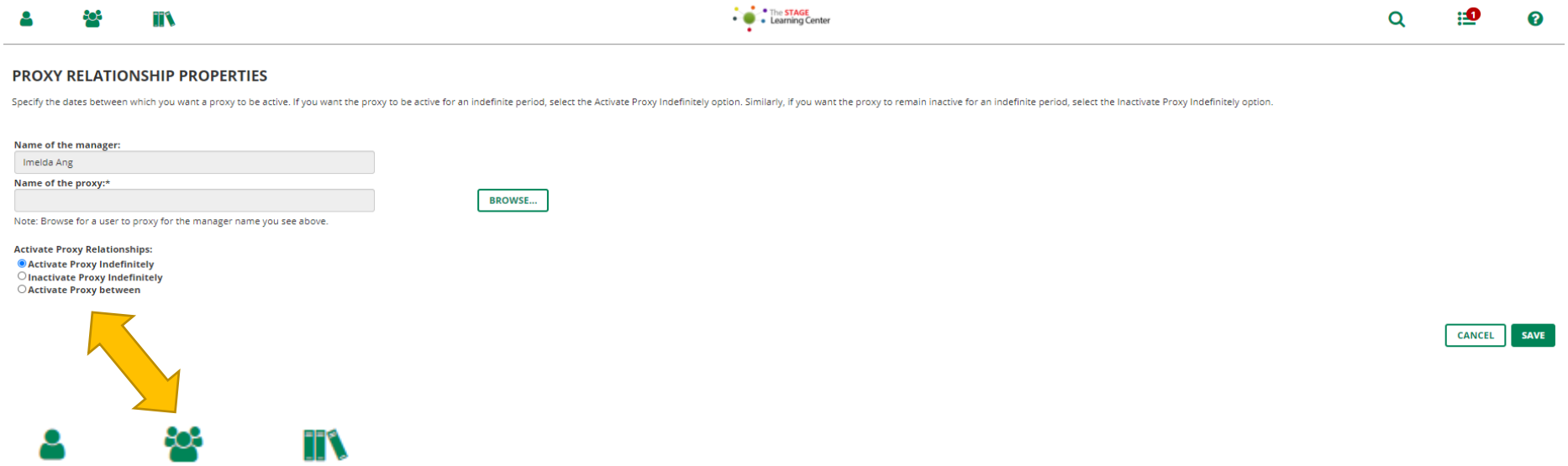
Search ... SEARCH

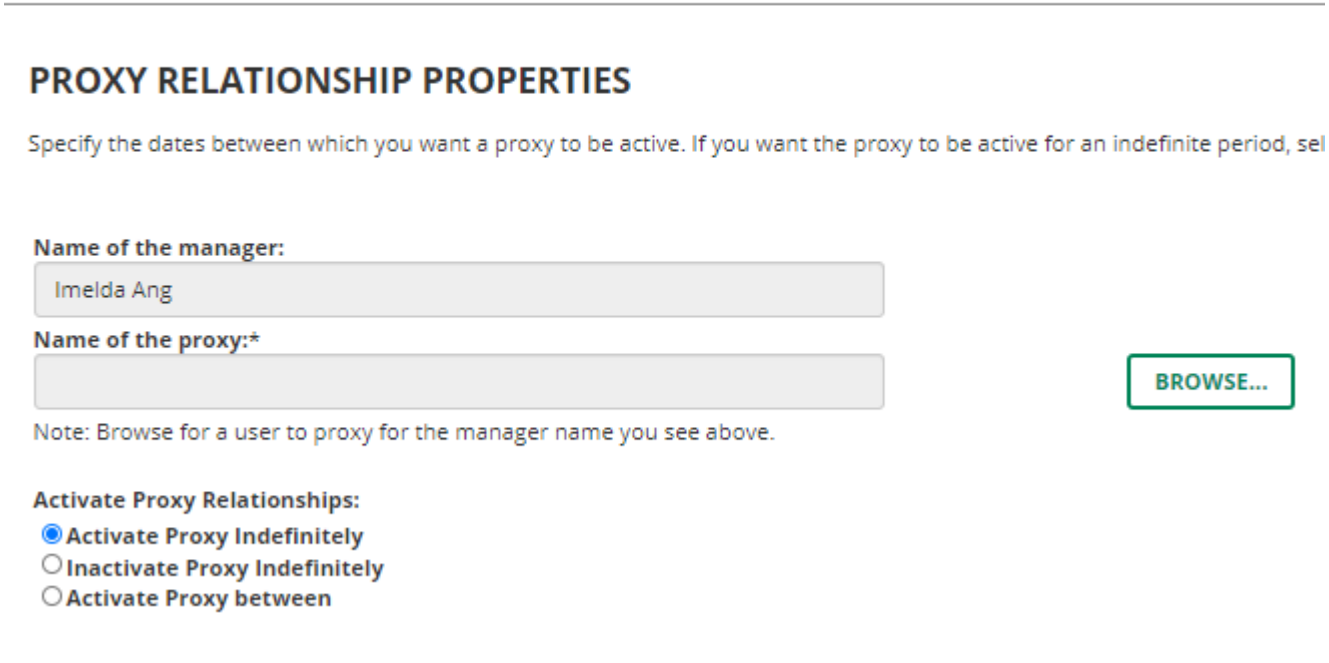
MY PROXIES | MANAGERS I CAN PROXY FOR | VIEWABLE USERS

+ New | − Remove | Activate | Deactivate | Print | Export

Name of Proxy	Primary Organization	User Status

No R ts Found

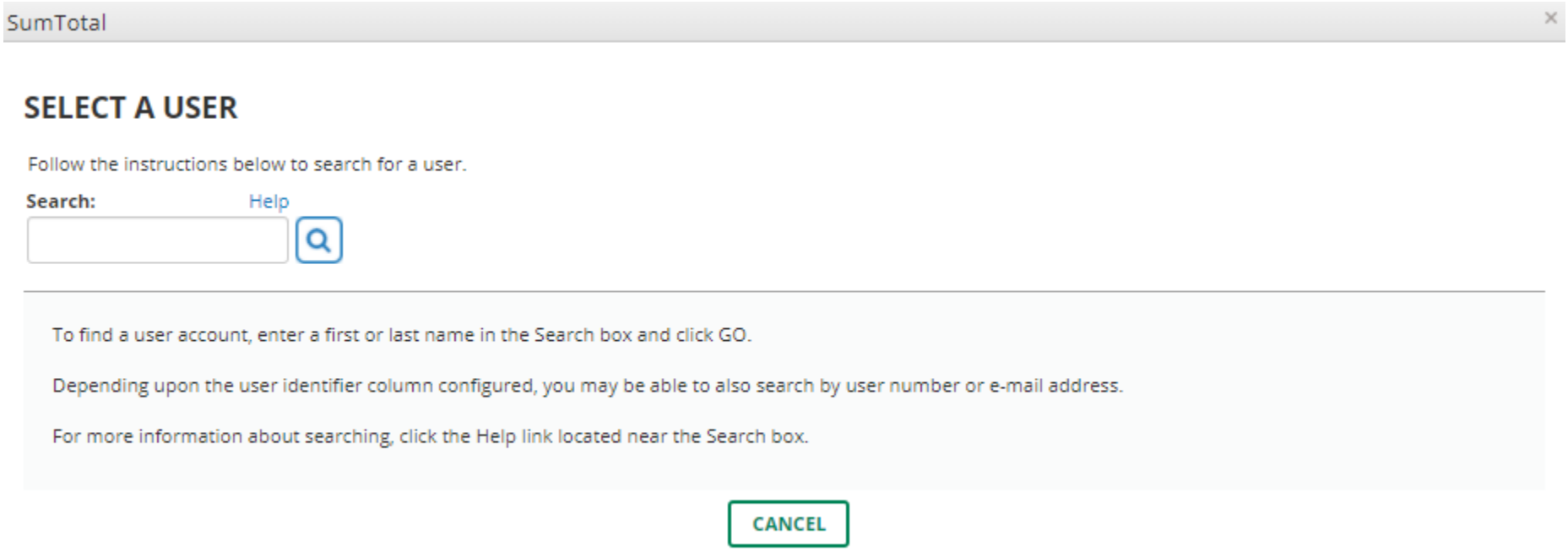




Take note, the default name listed in the "Name of the manager" field is the manager who is signed on to Learning Center.

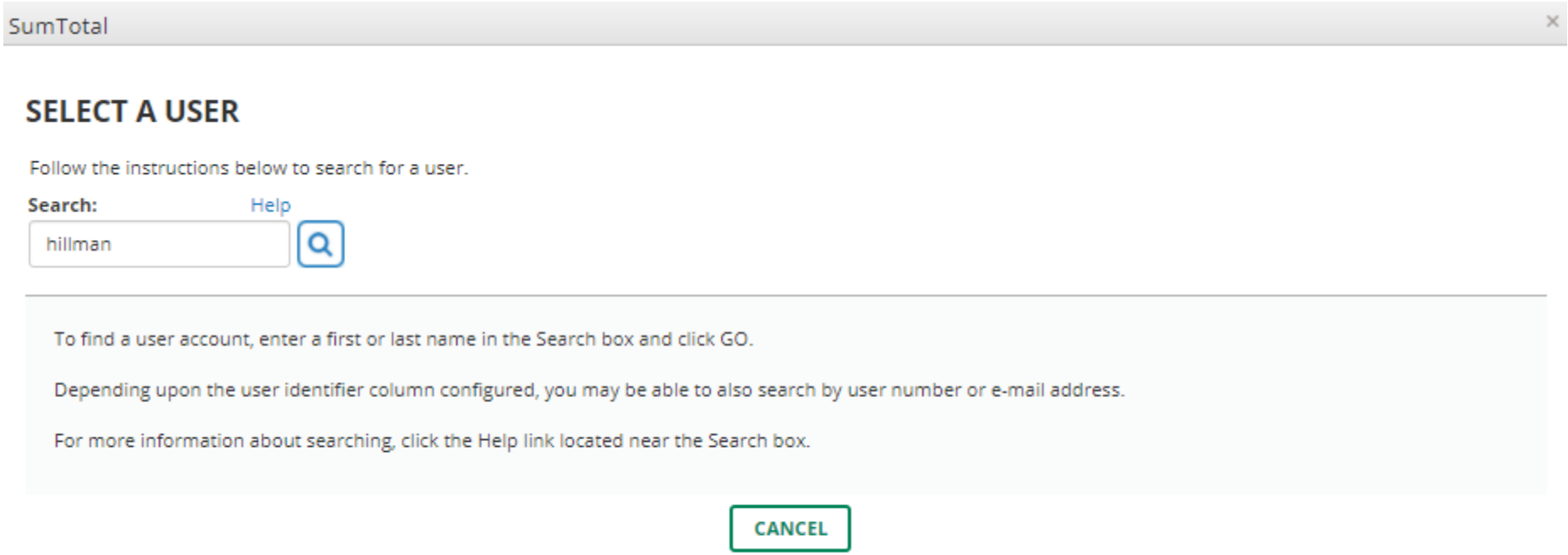
Click on the "Browse" button to start the process of assigning the person you want as your proxy.

After clicking on the “Browse” button, a pop up screen will appear.

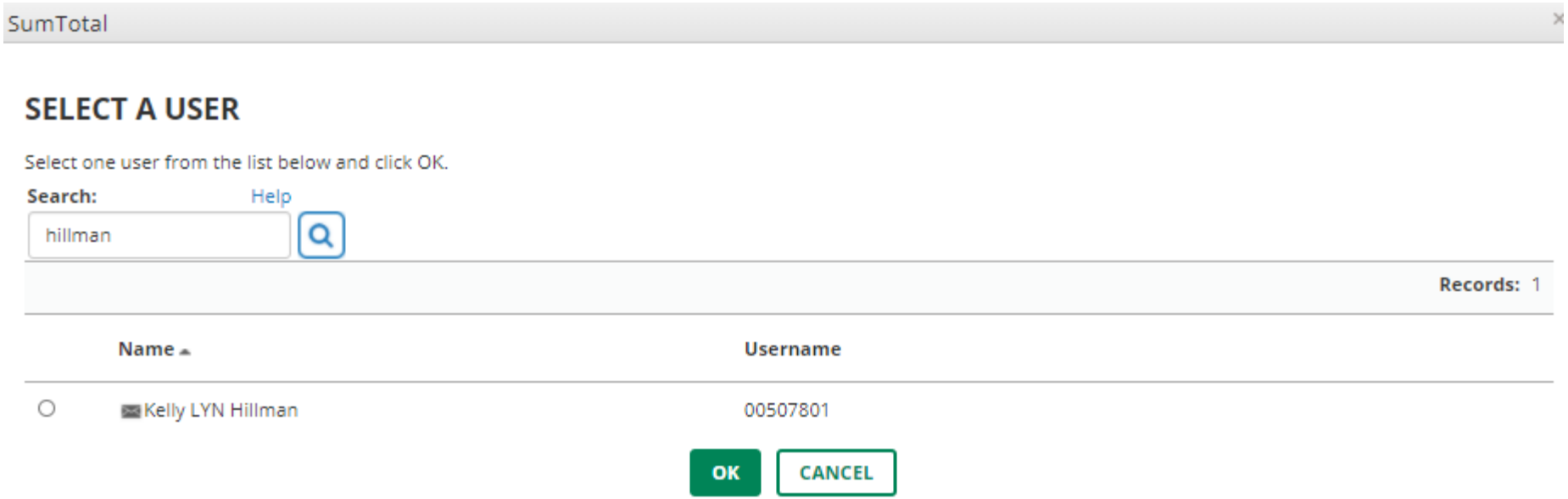


Type in the search box the name of the person you want to assign as your proxy.

Press ENTER on your keyboard or click on the magnifying glass.



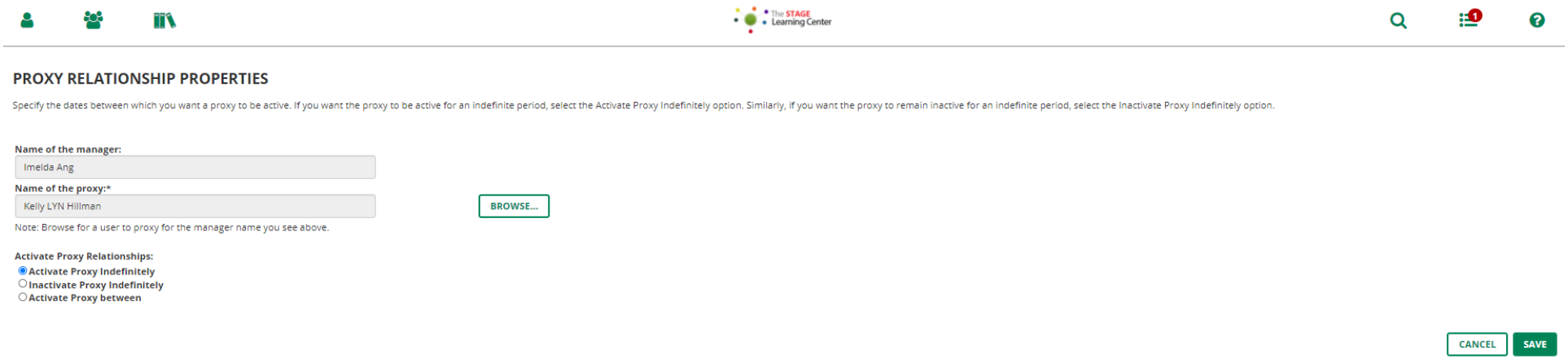
After pressing the ENTER key or clicking on the magnifying glass, the screen will refresh and will load the name of the person you searched for.

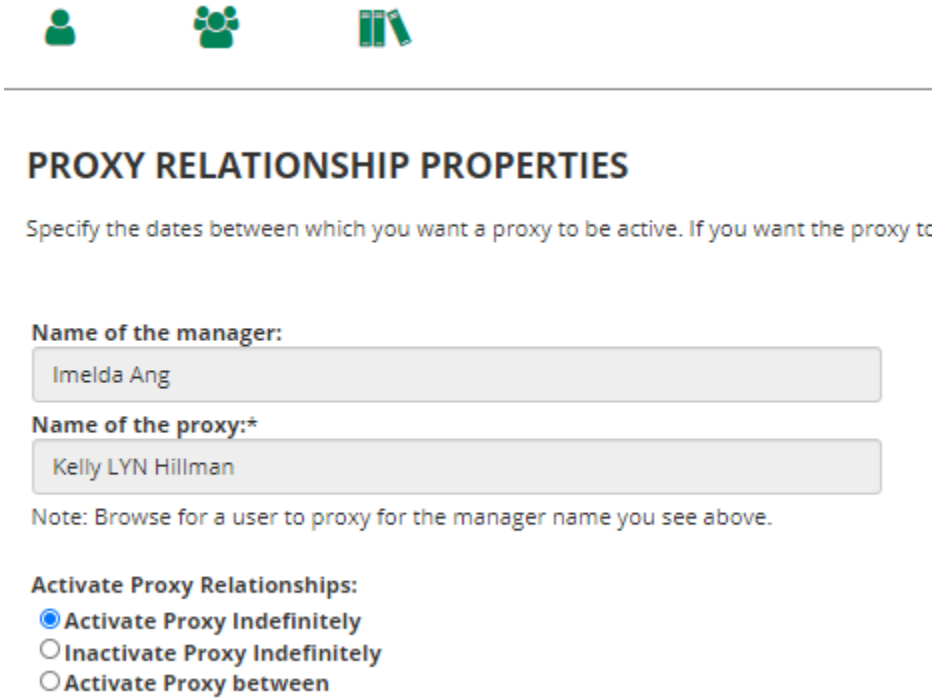


Click on the radio button next to the name.

Click on "OK"

After clicking on the “OK” button, you will be directed back to the “Proxy Relationship Properties.”





Before you click “Save,” choose from the options below to selct the parameters of the proxy.

- Activity Proxy Relationships
- Inactivate Proxy Indefinitely
- Activate Proxy between

The default setting is the first option.

Typically, proxies are set for a specific period of time and the manager will most likely use the “Activate Proxy between.”

PROXY RELATIONSHIP PROPERTIES

Specify the dates between which you want a proxy to be active. If you want the proxy to b

Name of the manager:

Imelda Ang

Name of the proxy:*

Kelly LYN Hillman

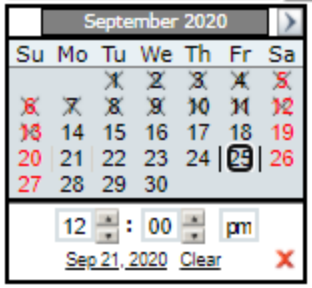
Note: Browse for a user to proxy for the manager name you see above.

Activate Proxy Relationships:

- ○ **Activate Proxy Indefinitely**
- ○ **Inactivate Proxy Indefinitely**
- ◉ **Activate Proxy between**

Start date:* 09/14/2020 12:00pm

End date:* 09/25/2020 12:00pm



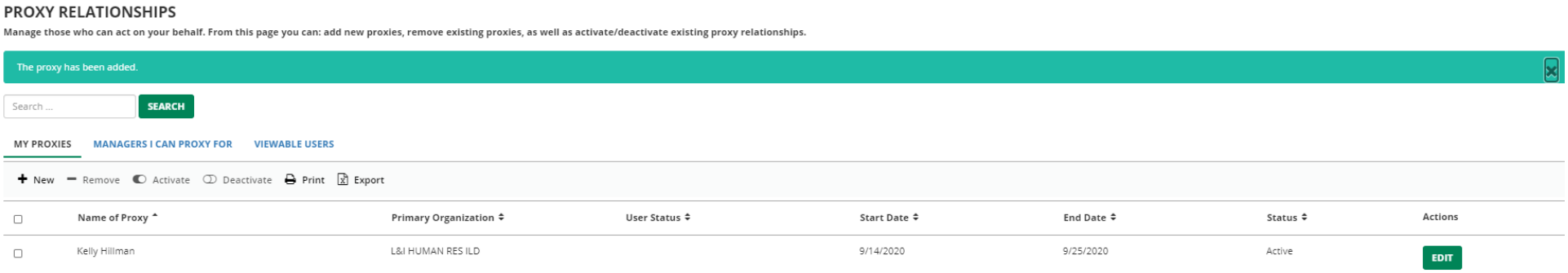
Select"Activate Proxy between

Select Start and End dates.

After you are finished selecting the dates, **click "SAVE"** on the right side of the screen.

After clicking on the “SAVE” button, you will be directed back to the “Proxy Relationships” page.

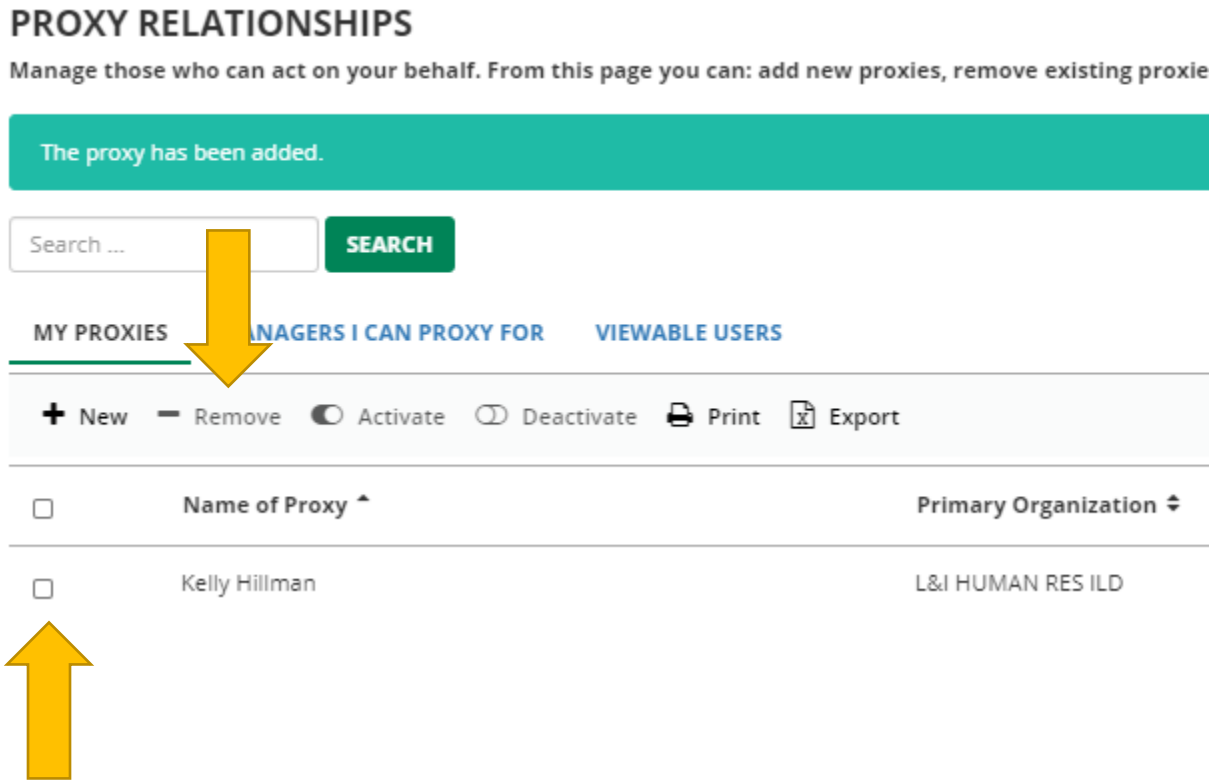
You can now view the proxy you assigned and the duration of the proxy.



REMOVE A PROXY

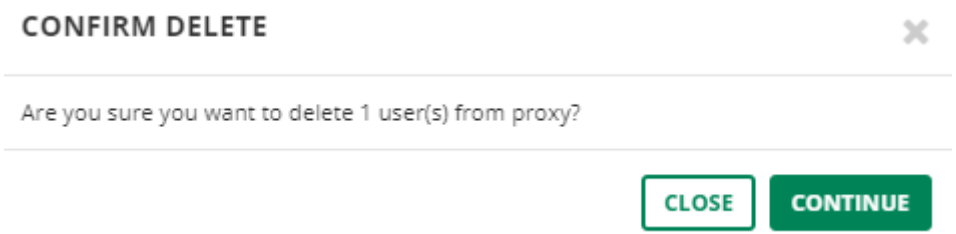
Click on the name of the person you want to cancel the proxy on the “Proxy Relationships” page.

Click on “Remove” from the list of actions on the menu.

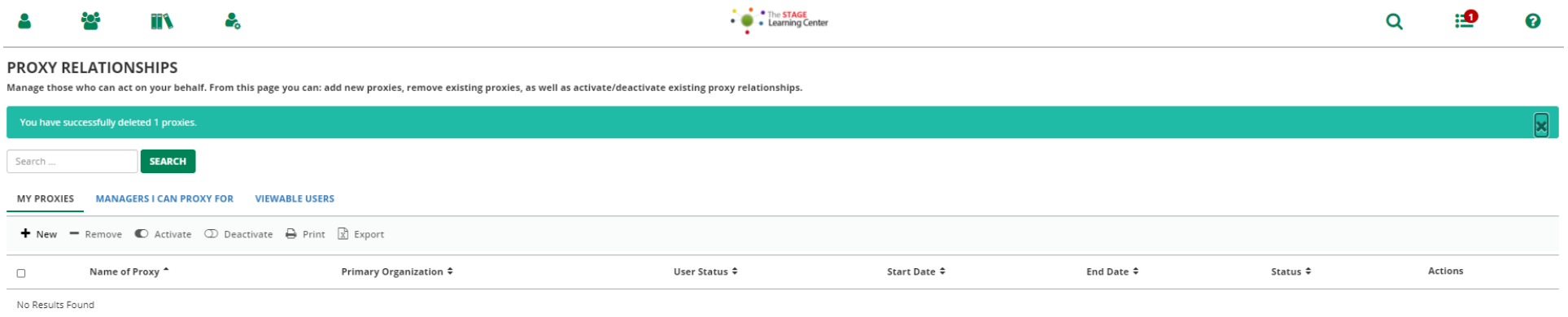


After clicking on “Remove” you will be directed to a pop up screen.

Click on the “CONTINUE” button.



After clicking on the “CONTINUE” button you will be directed back to the “Proxy Relationships” page where you can verify your proxy has been removed.



Date Changed	Revisions	Changed By	Revision #
09/21/20	Created	Imelda	1