Purpose: The instructions below guide administrators through the step-by-step process of **Proxying as Another User** within Knowledge Link. A proxy view allows you to view another user’s Knowledge Link screens as they see it.

Launch Proxy

1. Complete the following steps:
   - Open the **Admin Tab**.
   - Select **Users**.
   - Select **Users**.
   - Search for the **User** by using the **User ID** field.
   - Enter User information in the **User ID** field.
   - Click **Search**.

2. Your search results will appear under the entry. Select the **User ID**.

3. Select **Launch Proxy** from the list of **Actions** on the right.
4. You have successfully launched a proxy session for this User!

Please note:
- You will not see “Start Course” or “Continue Course” buttons. An administrator cannot take an online course for a user.
- Any changes you make to the user’s layout will be visible by the user the next time they log in. Refrain from making major changes that could confuse the user.
- If you add learning to the user’s learning plan or enroll the user in a scheduled offering from this window, the user will not be able to remove the learning or withdraw from the scheduled offering. *Only a Knowledge Link administrator will be able to remove/withdraw.* It is recommended that you use this access to walk a user through the steps to self-assign or self-enroll in learning.

5. An **End Proxy Session** message will pop up on the **Admin** screen. Click **End Proxy Session** to close the proxy window.