**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.

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**Launch Proxy**

From the **Learning Administration** Page complete the following steps:

1. Click People.
2. Click Users.
3. Search for the **User** by entering information in any of the available fields. 
   
   *If you do not see all the fields shown here, click Add/Remove Criteria to add fields to your search window.*
4. Click **Search**.

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5. Your search results will appear under the entry. Select the **User ID**.
6. Select **Launch Proxy** from the list of **Actions** on the right.

You have successfully launched a proxy session for this User!

Please note:

A. To see the “My Team” page for a supervisor, click the My Team pod (near the bottom of the page in the image below.)

B. You will not see “Start Course” or “Continue Course” buttons. An administrator cannot take an online course for a user.

C. 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.

D. If you add learning to the user’s learning plan or enroll the user in a class from this window, the user will not be able to remove the learning or withdraw from the class. 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.

![Image of Learning Plan and My Team](image-url)