

## Managing Proxies (Video 3)

Content:

- How to assign a Proxy (give access to another to edit your profile)
- How to edit a delegated profile as a Proxy

### To assign a Proxy:

1. After logging in (as a faculty member), navigate to your Profiles page.
2. Click the '*Manage Proxies*' link on the left.
3. Click '*Add a Proxy*'. Complete the search fields as required and click 'Search'.
4. Click on the name in the list that is displayed. This individual is now authorized to edit your VIICTR.org profile.

### To edit a faculty profile from the point of view of the Proxy:

As a Proxy you are able to add/edit/delete the faculty member's biography, overview and publications list.

1. Login as the Proxy.
2. On the 'Search' page, enter the faculty member's last name and the institution and click 'Search'.
3. Click the faculty member's name, from the list that appears. You will be directed to the faculty member's profile page.
4. Click '*Edit This Profile*' on the left hand menu.

You now are on the same edit menu that a faculty member would see if they had logged into their profile directly.

Please refer to Video 2 and follow the instructions for faculty to add, edit, delete, and verify publications.