

Proxy on Behalf of Another User

Overview

SuccessFactors gives org chiefs the ability to assign a Proxy for the purposes of allowing another user to participate in recruiting-related activities (e.g. applicant review, seniority report, interviewing) and/or to act on their behalf.

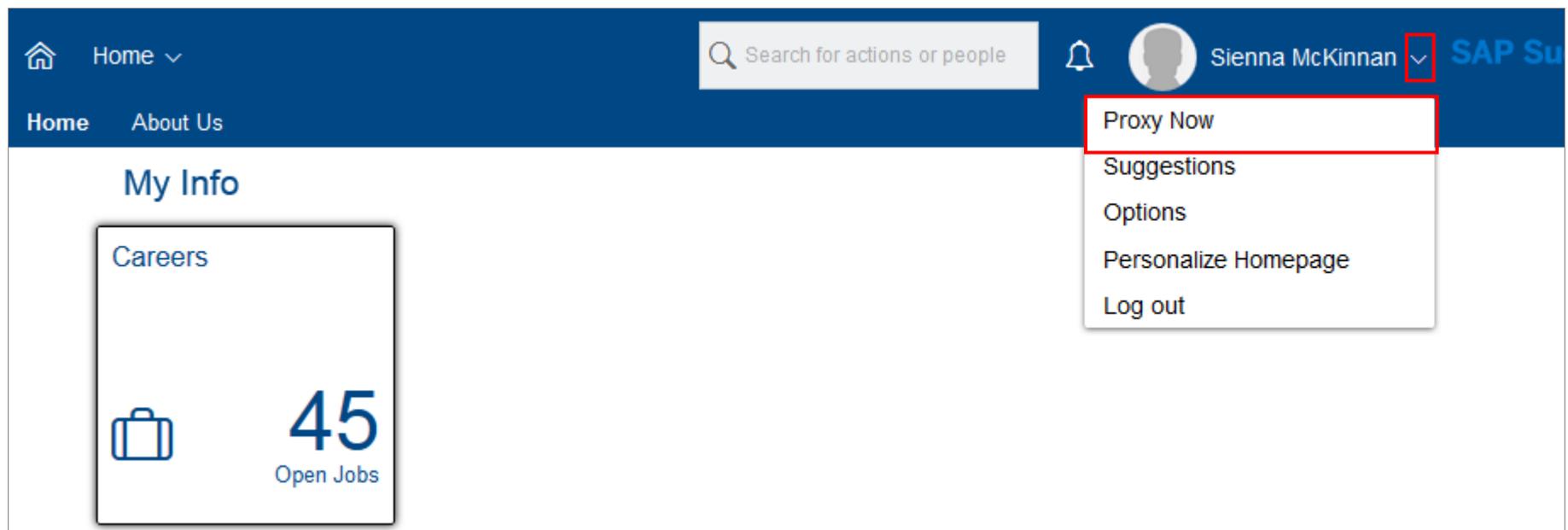
Note: Finance, HR Shared Services, Occupational & Environmental Safety & Health (OESH), and French Language Services (FLS) users may also assign other users with proxy rights for the purpose of accessing a generic user account.

If another SuccessFactors user has granted you proxy rights, you will be able to perform tasks in the system on behalf of that user. An audit trail in SuccessFactors identifies the Proxy who acted on behalf of the other user.

Procedure

1. Click  in the **User Menu** and select **Proxy Now** from the drop-down.

Note: The *Proxy Now* selection will only be visible in the drop-down if another user has granted you proxy rights.

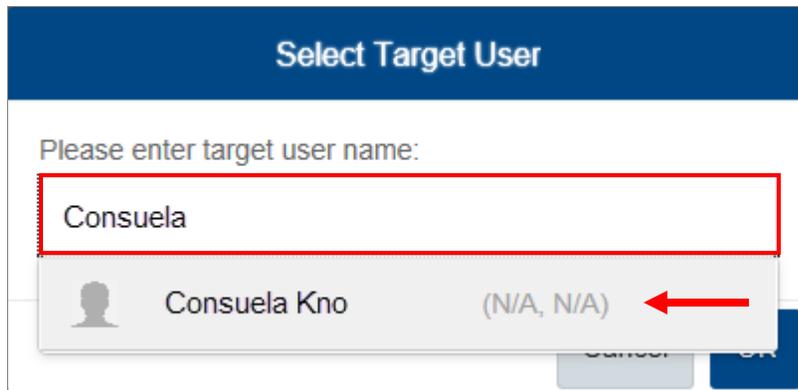


The *Select Target User* pop-up screen appears.

2. Enter the **name** of the user you wish to proxy for in the **Please enter target user name** field.

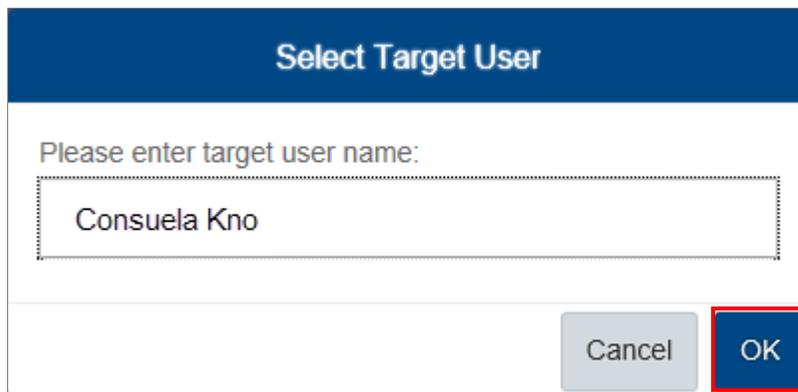
Note: The system will propose names of users you have permission to proxy for directly below the field as you type.

3. Click the applicable user name when it appears below the **Please enter target user name** field.



The screenshot shows the 'Select Target User' dialog box. The title bar is dark blue with the text 'Select Target User' in white. Below the title bar, there is a text input field with the placeholder text 'Please enter target user name:'. The input field contains the text 'Consuela'. Below the input field, a dropdown menu is open, showing a user card for 'Consuela Kno' with '(N/A, N/A)' next to it. A red arrow points to the user card. The dialog box also has 'Cancel' and 'OK' buttons at the bottom right.

4. Click **OK**.



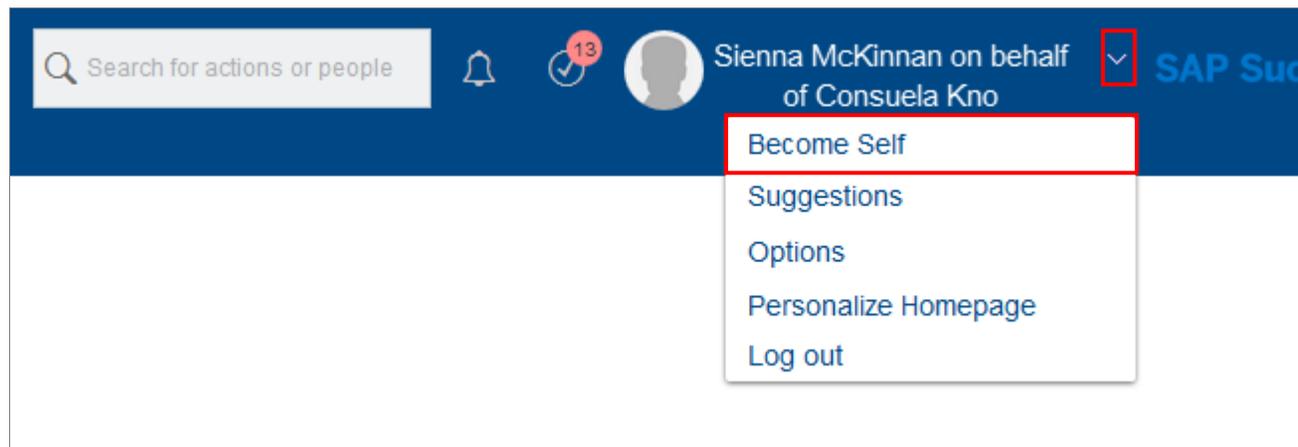
The screenshot shows the 'Select Target User' dialog box. The title bar is dark blue with the text 'Select Target User' in white. Below the title bar, there is a text input field with the placeholder text 'Please enter target user name:'. The input field contains the text 'Consuela Kno'. Below the input field, there are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red border.

The User menu shows that you are proxying on behalf of the selected individual or account.



When you are finished proxying on behalf of the other user,

5. Click  in the **User Menu** and select **Become Self** from the drop-down.



The User menu shows you have stopped proxying on behalf of the other user.



Next Steps

Proxy on behalf of the other user as necessary. Refer to the [Assign or Delete a Proxy](#) how-to document for additional information on assigning a Proxy.