Proxy Relationships for Managers in CSU Learn

Selecting, Deactivating, and Removing Proxies
Selecting a Proxy

Log into CSU Learn and click the “Self” icon in the top left corner.
From the “Self” menu, select “Proxy Relationships.”
Click “New” in the Proxy Relationships tool bar
Click “Browse” to search for individuals.

PROXY RELATIONSHIP PROPERTIES

Specify the dates between which you want a proxy to be active. If you want the proxy to be active for an indefinite period, select the Activate Proxy Indefinitely option. Similarly, if you want the proxy to remain inactive for an indefinite period, select the Inactivate Proxy Indefinitely option.

Name of the manager:

Name of the proxy:

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

CANCEL SAVE
Enter the first and/or last name of the person and click the magnifying glass.
Select the desired user and press “OK.”
Select the desired length of the proxy relationship.

Proxies may be activated indefinitely or for a specific period of time. The second option may be useful for managers who will be away from the office for a specific time.
The newly-added proxy will appear on the "Proxy Relationships" page. A start and end date will be listed if the proxy was chosen for a specific time period.

<table>
<thead>
<tr>
<th>Name of Proxy</th>
<th>Primary Organization</th>
<th>User Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proxy Name</td>
<td>Sonoma</td>
<td></td>
<td></td>
<td></td>
<td>Active</td>
<td>[EDIT]</td>
</tr>
</tbody>
</table>
Deactivating a Proxy Relationship

Select the proxy to be deactivated and click “Edit.”
On the Proxy Relationship menu, select “Inactivate Proxy Indefinitely.”
The Proxy Relationships page will confirm the updated status and display the proxy’s status as “Inactive.”

<table>
<thead>
<tr>
<th>MY PROXIES</th>
<th>MANAGERS I CAN PROXY FOR</th>
<th>VIEWABLE USERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ New</td>
<td>- Remove</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Activate</td>
<td>☐ Deactivate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Print</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Export</td>
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<td></td>
<td>Inactive</td>
<td>EDIT</td>
</tr>
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Deleting a Proxy Relationship

Select the proxy to be deactivated and click “Remove.”
Click “Continue” to remove the proxy.
The Proxy Relationships Page will confirm the removal of the proxy.