

Remove a Proxy

1. Click **Admin** on the module menu bar. The *Maintain Users* screen displays.
2. In the **User Search Result** section, click **Maintain** in the **Proxies** column of the desired user. The *Maintain Proxies* screen displays.
3. In the **Assigned Proxy User(s)** section, click **Remove** in the **Proxy** column of the appropriate user. A confirmation box displays.
4. Click **OK**. The successful deletion confirmation displays.
5. Click **BACK TO MAINTAIN**.

Note: The deletion will take effect after the user logs out of PEMS. When the user logs back in the **Log In As Proxy** link will no longer be available, if the user has no other proxies assigned.

USERS SUB MODULE

Add a Proxy

1. Click **Admin** on the module menu bar. The *Maintain Users* screen displays.
2. In the **User Search Result** section, click **Maintain** in the **Proxy** column for the user that the proxy will be assigned from. The *Maintain Proxies* screen displays.
3. In the **Search For Existing User(s) For Adding As Proxy** section, type the desired criteria in the search fields to locate the user that the proxy access will be assigned to, and then click **Search**. The list of records matching the search criteria displays.
4. In the **Assign Existing User(s) As Proxy** section, click the checkbox next to the name of the user that the proxy will be assigned to.
5. Click **SAVE AND CONTINUE**. The proxy is assigned to the desired user and displays in the **Assigned Proxy User(s)** section.

Note: A role must be assigned to the proxy user to enable the user to log into PEMS.

Log in As a Proxy

1. Log into PEMS. *View Announcements* displays.
2. Click **Log In As Proxy** in the footer of the **View Announcements** screen. The *Choose Proxy* screen displays.
3. In the **Choose User to Login as Him/Her** section, click the **User (login)** down arrow. A drop-down list displays containing the users for which the participant is a proxy.
4. Choose the appropriate user from the **User (login)** drop-down list. The *View Announcements* screen displays showing the participant is now logged on as a proxy user.

Note: The drop-down list also displays the participant's name to allow the participant to log in as his or herself.

Note: The **Logged in as Proxy for** section at the top right side of the screen displays the user's name that the participant is logged in as the proxy for.

Note: The original user and the proxy user can be logged into PEMS simultaneously. The original user cannot monitor when a user is logged into PEMS using their proxy.