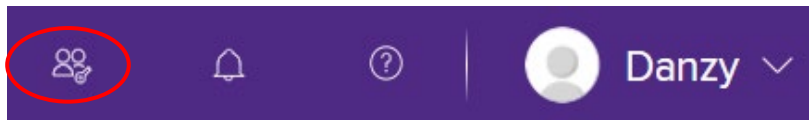


OVERVIEW

In LSU Elements, assigned delegates can impersonate a faculty member to edit their profile information and activities on their behalf. Note, the delegate will need their own LSU Elements account. To request an LSU Elements account, email elements@lsu.edu.

IMPERSONATING A USER

- While logged into your LSU Elements account, click on the **impersonate** icon in the tool bar.



- The impersonate icon will bring you to the **Impersonate another user** screen. In the **Name contains** text box, type the user's last name.

Filter results

Last name starts with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) :

Name contains: ←

Member of group: ▾

Include inactive users:

- Click the **Set filters** button.

Last name starts with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) :

Name contains:

Member of group: ▾

Include inactive users:

[Reset](#) **Set filters** ←

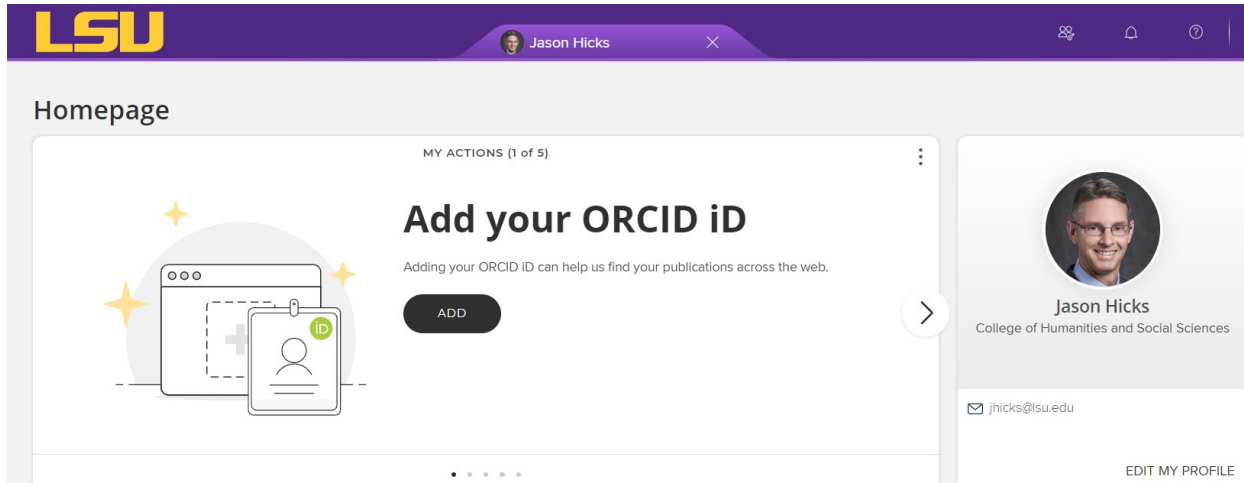
- A list of users that match the name criteria will appear under the “Select a user to manage their data:” text.

1–1 of 1

Select a user to manage their data:

← [HICKS, Jason](#) College of Humanities and Social Sciences (jhicks)

- Click on the name of the user you want to impersonate.
- Once you have clicked on the name of the user you would like to impersonate, you will automatically be redirected to the user’s profile home page.



- While impersonating a user, a tab with the name of the user you are impersonating will appear at the top of your screen. Click the **X** when you no longer want to impersonate the user.

