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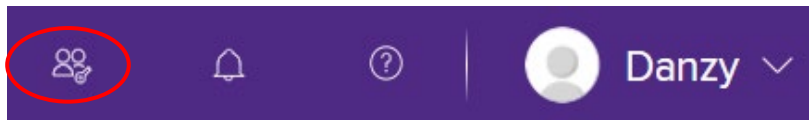
- The impersonate icon will bring you to the **Impersonate another user screen**. In the **Name contains** text box, type the user's last name.
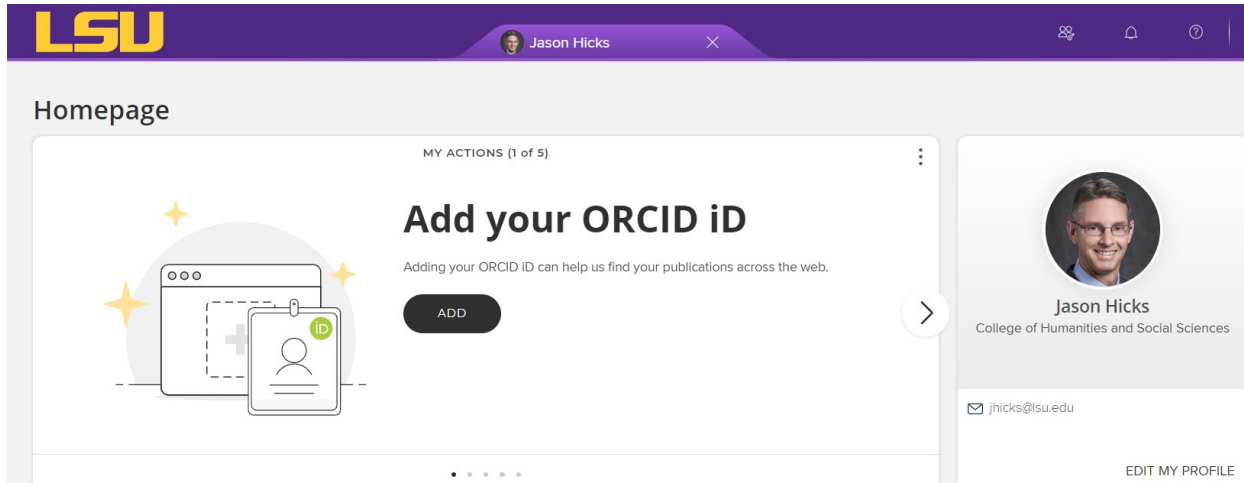

- Click the **Set filters** button.

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

- 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.