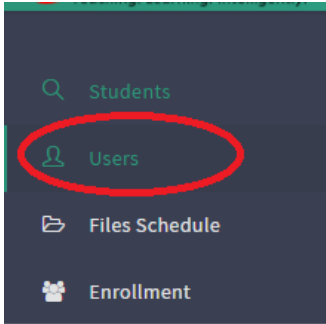


IMPERSONATION – for Super Users

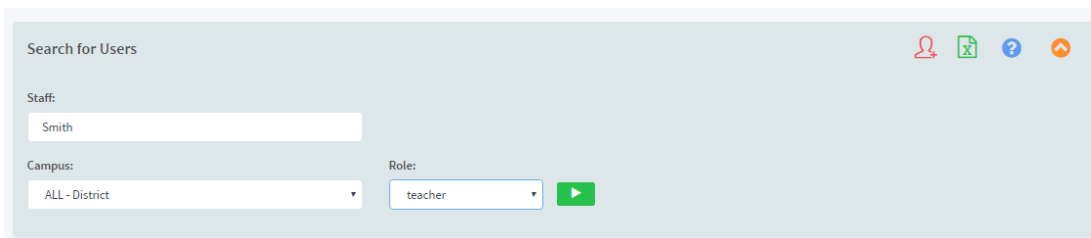
Impersonation allows “Super Users” (ONLY Super users) the ability to see and navigate the system like other users would in Edugence.

Follow the steps below to “Impersonate” other users.

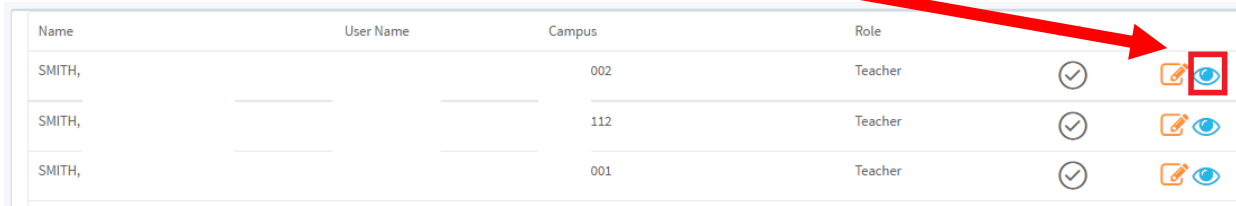
1. From your landing page, select the “Users” link.






2. Search for users like you normally would.



3. List of Users: Click on the “Impersonate icon” from the list of users for the user that you searched for...



Name	User Name	Campus	Role		
SMITH,		002	Teacher	✓	
SMITH,		112	Teacher	✓	
SMITH,		001	Teacher	✓	

4. You should be able to see and navigate Edugence like the user you “impersonated” would.
You will see the name and user name of whom you are impersonating on the top right of the screen.



5. Be sure to STOP Impersonation: Click on the “Stop Impersonate” icon on the top right. You will be brought back to your, super user view.