For staff or supervisors, this job aid describes how to login with proxy access on behalf of a supervisor or staff member. Proxy access is when one person acts as an agent for another user. It is often employed when a supervisor is not logging in to the system, and has provided reviews and ratings to a trusted person to enter on their behalf.  *Note: proxy access must be set up in advance by an administrator. Direct reports are not allowed to act as proxy for their own supervisors.*

**Once proxy access has been granted**

Login to myHR Learn at [learn.northwestern.edu](http://learn.northwestern.edu)

1. Find your name in the upper right hand corner. Click the dropdown arrow next to your name, and select **PROXY SETTINGS**.

![Proxy Settings](image)

2. A pop-up will appear, and existing proxy assignments will be listed. Find the proxy target, and select **ACT AS PROXY**.

![Proxy Assignment](image)
3. An additional pop-up will appear, called **INPUT REASON**. Enter your reason for acting as proxy at this time, and click **SAVE**.

![Input Reason](image)

4. You will now have access to the proxy target’s view of reviews. You may not be able to access reviews form the **MY TEAM** tab, however you can access all reviews from the bottom of the **HOME** page, including **MY REVIEW** and **REVIEWS I OWN** (reviews of direct reports).

---

**Ready to login?** [learn.northwestern.edu](http://learn.northwestern.edu)  **Access additional tools and resources:** [perform.northwestern.edu](http://perform.northwestern.edu)

**Help:** For policy and process questions, contact your unit's HR Administrator. For technical support: 847-491-4357 (1-HELP) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu)