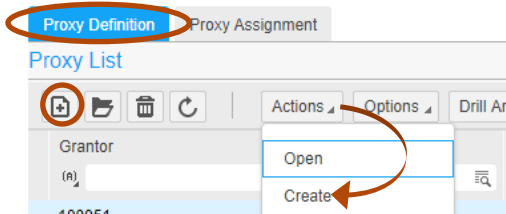
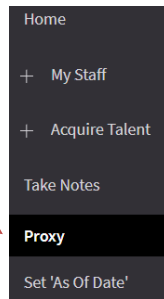


Assign Proxy Management


1. Log in to Manager Space.
2. Select **Proxy** from the left menu.
3. On the pop-up screen select **Proxy Management**. A new window will open.
 - Click the plus sign to create a Proxy.Or
 - Click the Actions button and select Create.



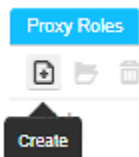
4. Use your employee # as Grantor and enter the name of the person who needs to review your requisitions.
 - Start and End dates are optional.

5. Click Save (found on the toolbar).

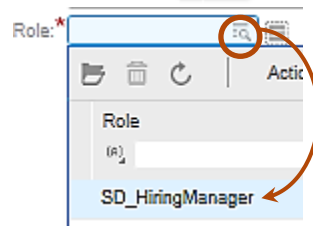


 A box will pop saying Proxy has been created.
KEEP GOING! You are not done yet!


6. From Proxy Roles click the plus sign to create a Proxy Role.



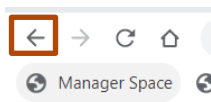
7. Click the magnify glass next to Role and select SD_HiringManager.



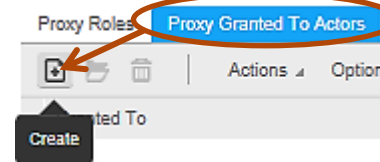
8. Click Save.

 A box will pop saying Proxy has been created.
KEEP GOING! You are not done yet!

9. Click the Back button on your browser.

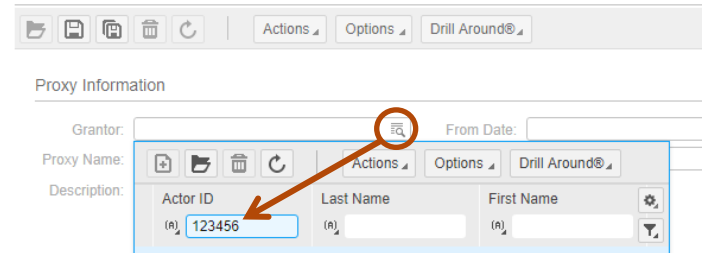


10. Select Proxy Granted to Actors Tab and click the plus sign to assign the employee's number.



11. To locate your proxy click the magnify glass and enter his/her **employee number**.
(Do not search by their name.)

Proxy Details



12. Enter
13. Select the correct name and click **Save**.
14. Close the Proxy window to return to Manager Space.

If you need assistance with proxy setup, BHR can help. We will have to schedule a Teams meetings and you will have to share your screen with our staff.

Access Proxy Management

1. Log in as yourself to Manager Space.
2. Select Proxy from the Left Menu.
3. Select the employee name for whom you want to perform proxy work and choose **Manager**.
4. Click the + next to Acquire Talent on the Left Menu.
5. Select **Requisitions** from the list.
6. To switch back to your account, click **Proxy** on the Left Menu and select **Manager**.

