Granting Proxy Access

This guide will help you do the following. Follow along for visual steps, or skip to the checklists.

1. Access Proxy Management
2. Grant Proxy Access
3. Assign a Proxy Actor
4. Step-by-Step Check Lists

Icons used in this guide:

1. Refers to a step or an option that you should follow.
2. Refers to clicking/selecting.
3. Refers to typing.
Access Proxy Management

Before you begin, Log into Infor HR.

**Step 1.** Click on your name in the upper right corner of My Homepage, and select Proxy Management from the drop-down menu.
On this screen 2 different types of proxy access can be granted - Hiring role and Manager role. If you want an individual to have both types of proxy access, you will need to complete this process twice, once for each role. For the purposes of this guide only one role is shown. The process for all roles is the same.

**Step 1.** The Proxy Management page will open, defaulted to the Proxy Definition tab. Right-click on the role that you want to grant proxy access for, then in the menu, select Open.
Assign a Proxy Actor

**Step 1.** The Proxy Details page opens. Click on the Proxy Granted to Actors tab. Here you will see a list of all employees who already have been granted proxy access for this role.

**Step 2.** To assign a new proxy for this role, click on the Create button.
**Assign a Proxy Actor**

**Step 3.** Click the search icon in the Granted To field to open a list of employees.

**Step 4.** Use the First and/or Last Name field to search for the employee you would like to grant proxy access to, and then click on their name from the list below.

**Step 5.** The selected employees ID will automatically appear in the Granted To field. Click the Save button. Upon completion of this process, the employee who has been granted proxy access will be able to process transactions within Infor HR on behalf of their manager.
1. Log into thecommons.dpsk12.org
2. Select Portals and Tools from the Navigation bar. Then select Employee Action Center.
3. Select The Visit button under Employee Space.
4. Log into Infor HR using your DPS user name and password.
5. Click on your name in the upper right corner of My Homepage, and select Proxy Management from the drop-down menu.

6. On this screen 2 different types of proxy access can be granted - Hiring role and Manager role. If you want an individual to have both types of proxy access, you will need to complete this process twice, once for each role. For the purposes of this guide only one role is shown. The process for all roles is the same.

7. The Proxy Management page will open, defaulted to the Proxy Definition tab. Right-click on the role that you want to grant proxy access for, then in the menu, select Open.

8. Click the search icon in the Granted To field to open a list of employees.
9. Use the First and/or Last Name field to search for the employee you would like to grant proxy access to, and then click on their name from the list below.

10. The selected employee's ID will automatically appear in the Granted To field. Click the Save button. Upon completion of this process, the employee who has been granted proxy access will be able to process transactions within Infor HR on behalf of their manager.