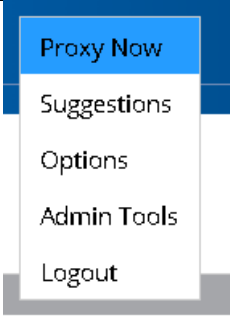
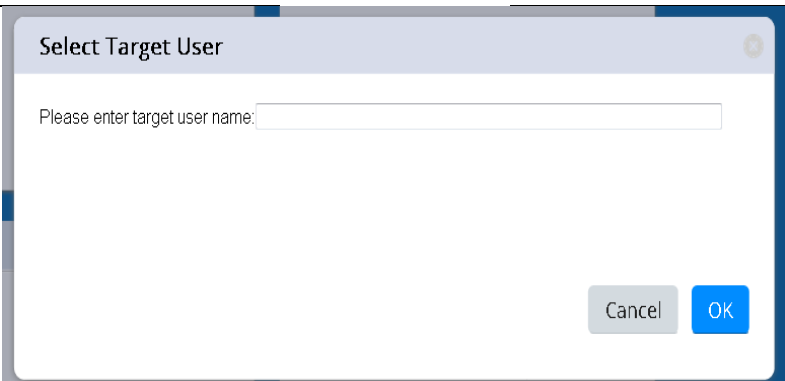
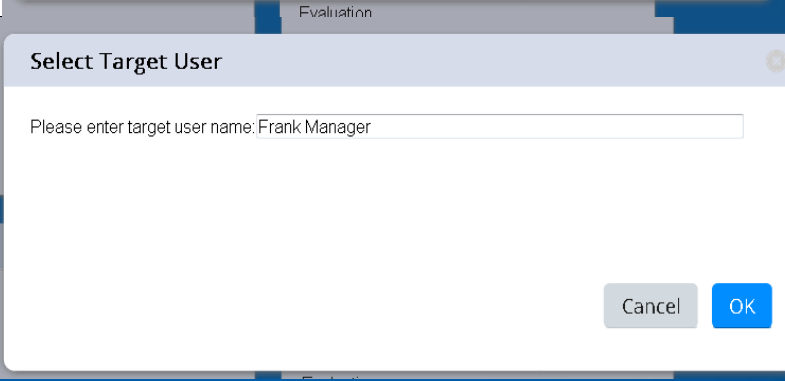


Accessing Profiles as a Proxy

As a proxy you have the ability to view the information of the person you've been asked to proxy for. You are able to view and edit goals plans of that person's direct reports and conduct performance evaluation actions on that person's behalf.

To begin, log in to the online PE system via myUK.

Step	Action	
1	On the PE System home page, click the down arrow next to your name in the upper right corner and select Proxy Now.	
2	In the Select Target User window, begin entering the person's name or their LinkBlue user ID. The name should autopopulate for you to select.	
3	After selecting the person's name, click OK.	
4	You will now be able to view that person's information. In the upper right corner the system will display that you are now in the system on that person's behalf. Any information entered or actions taken will be recorded as being done by you as that person.	