

**Note:** If you log out of *Matrix* while **Impersonating/Working on Behalf of** you will still be **Impersonating/Working on Behalf of** when you log back in.

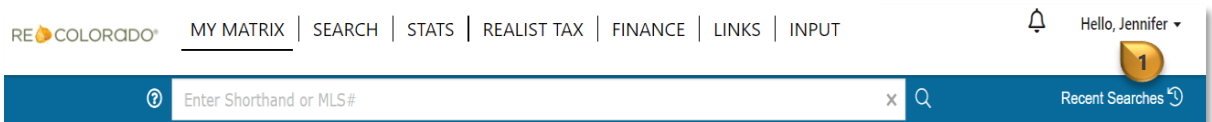
A *Matrix* user from your office must set you up for **Impersonation/Work on Behalf of Privileges** before you can **Impersonate or Work on Behalf of** them.

**Note:** Please see **How to Set-Up Impersonation/Work on Behalf of Privileges**

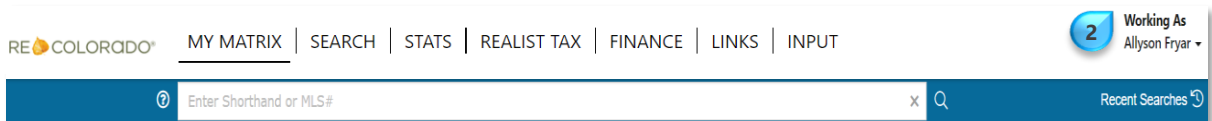
## Determine if you have been Granted Privileges

Locate your name in the upper right corner of *Matrix*

If you see **"Hello"** <sup>1</sup> followed by your name you have not been granted privileges



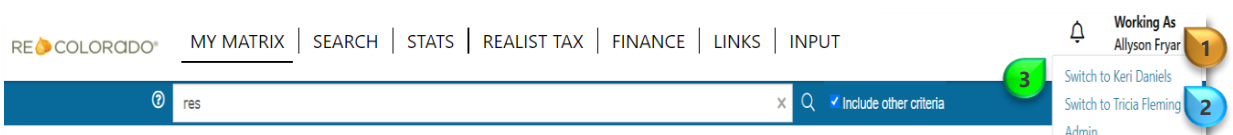
If you see **"Working as"** <sup>2</sup> followed by your name you have been granted privileges



## To Impersonate/Work on Behalf of:

Click the expand *collapse arrow* next to your name <sup>1</sup>

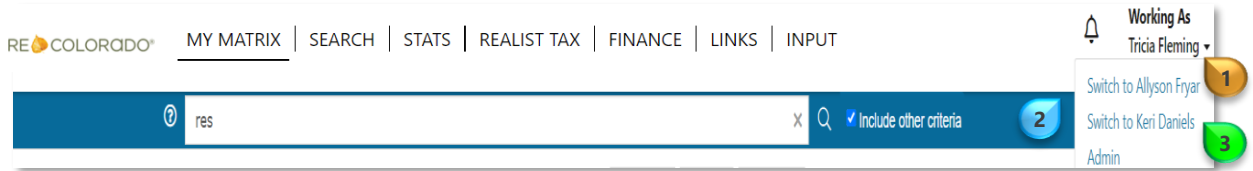
A list of users who have granted privileges, including yourself, will present <sup>2</sup>



**Note:** Up to 25 users can grant you privileges

Click the person's name <sup>3</sup> you want to **Impersonate** or **Work On Behalf**

To stop Impersonation/Working on Behalf of:

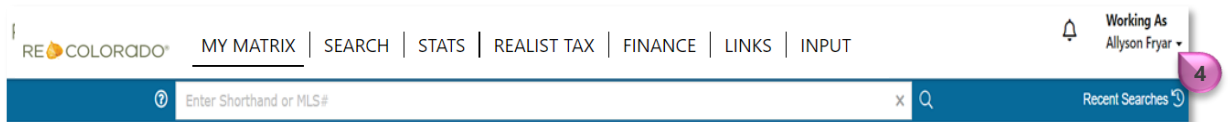


Click *expand collapse arrow* next to your name 

A list of users who have granted you privileges, including yourself will present 

Click **your name** 

You are now **Working As** yourself 



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