

Impersonate/Work on Behalf of


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.

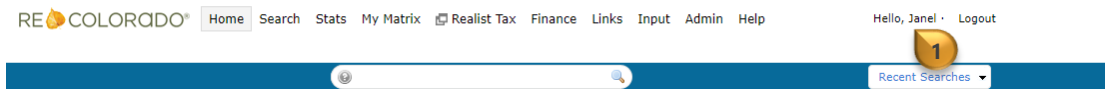
A *Matrix* user from your office must set you up for **Impersonation/Work on Behalf of Privileges** before you can **impersonate or Work on Behalf of** them.


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

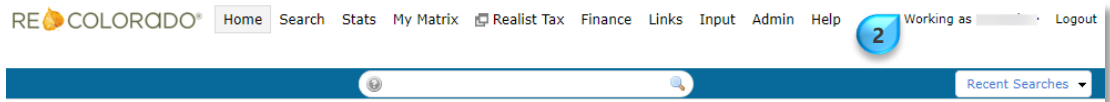
Determine if you have been Granted Privileges

In the upper right hand corner of Matrix

If you see **"Hello"**  followed by your name you have not been granted privileges



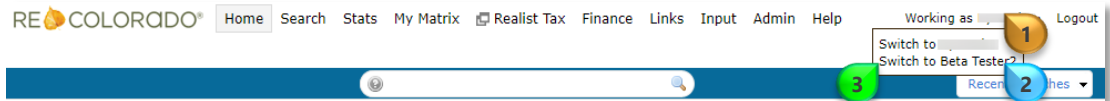
If you see **"Working as"**  followed by your name you have been granted privileges



To Impersonate/Work on Behalf of:

To Click **"Working as"** 

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

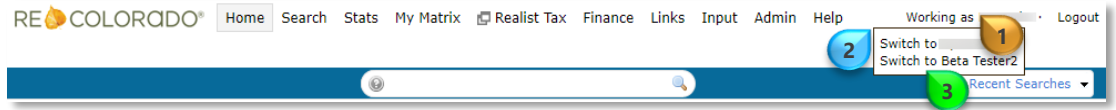


Note: Up to 25 users can grant you privileges

Click the person's name  associated with the name of interest

You are now **"Working as"**

To stop Impersonation/Working on Behalf of:

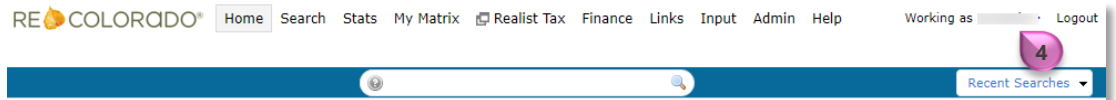


Click “**Working as**” 1

A list of users who have granted you privileges, including yourself will present 2

Click your name 3

You are now working as yourself 4



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