

## Adding A Proxy

A proxy in UCLA Profiles is a non-faculty user who is designated to make edits in an investigator's UCLA Profile. Individuals who request proxy access for investigator UCLA Profiles must complete the following steps.

### Obtaining Proxy Eppn Name

1. Go to <https://stage-ucla.researcherprofiles.org/search/>
2. Log in using your Mednet login.
3. Go to <https://stage.researcherprofiles.org/Shibboleth.sso/Session>
4. Send the proxy access request to [UCLAProfiles@mednet.ucla.edu](mailto:UCLAProfiles@mednet.ucla.edu). In the request, include screen shot of the eppn value, in front of the @ucla.edu, as pictured below, send the proxy's name, their email address, and, finally, the investigator's name and email address.

#### Miscellaneous

Session Expiration (barring inactivity): 479 minute(s)

Client Address: 123.456.789.10

SSO Protocol: urn:oasis:names:tc:SAML:2.0:protocol

Identity Provider: urn:mace:incommon:ucla.edu

Authentication Time: 2020-06-23T23:45:51.949Z

Authentication Context Class: urn:oasis:names:tc:SAML:2.0:ac:classes>PasswordProtectedTransport

Authentication Context Decl: (none)

#### Attributes

eppn: janedoe@ucla.edu

persistent-id: urn:mace:incommon:ucla.edu!https://stage.researcherprofiles.org/shibboleth!YKvnM+a

After 5 business days, following the proxy access request to [UCLAProfiles@mednet.ucla.edu](mailto:UCLAProfiles@mednet.ucla.edu), approved proxies should log into UCLA Profiles, and type their corresponding faculty member's name into the UCLA Profiles search bar. After clicking on the investigator's UCLA Profile, approved proxies will see **Edit This Profile**, and can begin editing the designated UCLA Profile.