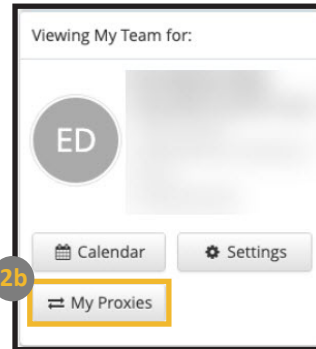


1 What is Proxy Management?

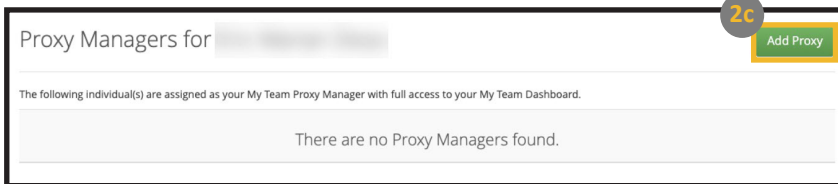
Proxy Management allows a Manager to give “My Team” dashboard access to others. This allows the Manager to delegate tasks to the Proxy Manager.

2 How to Add a Proxy Manager

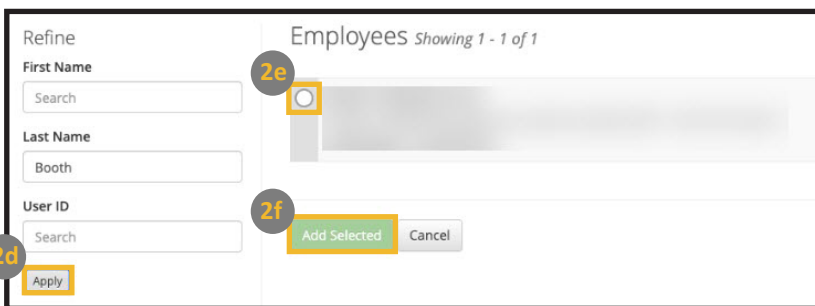
- Log into [HealthStream](#) as an Administrator.
- Under the My Team tab, click on **My Proxies**.



- Click on **Add Proxy**.



- Search for the person you would like to add and click **Apply**.
- Choose the person you would like to add by selecting the circle next to their name.
- Click **Add Selected**.

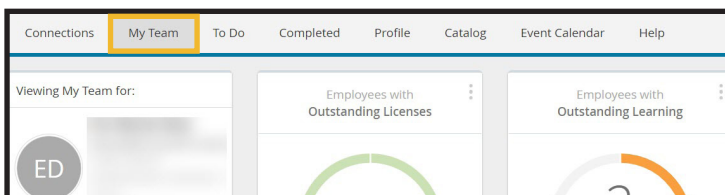


Keep in Mind

Managers can add as many Proxy Managers as they need. But a person can only be a proxy for a max of 10 Managers.

3 How to View a Manager’s Dashboard

- For proxy access, the Proxy Manager **must be logged in as a Student**.
- Once logged in, click on **My Team** to view a Manager’s dashboard.
- If a Proxy Manager has access to more than one Manager’s dashboard, they will be able to switch views from the My Team page.



Proxy Managers Can:

- Receive full access to the Manager’s My Team dashboard.
- Message employees.
- Move and hide widgets.