Emulate a Faculty Member
Last updated 7-14-2019

In the career activity module, emulation is the process by which you can view, edit, and add data for a faculty member. The process by which you begin emulation differs depending on whether you have Limited Rights or Full Admin Rights. It is possible for administrators to have both types of rights—for example, you could have Full Admin Rights to see all users in a specific unit and also have Limited Rights to see a specific faculty member in a different unit.

A. Begin Emulation with Limited Rights

Limited rights allow you to see specific faculty members to whom you have been granted access.

1. Click on Account Access in the left navigation menu, which opens a list called "Accounts I Can Access."

2. Then click on the name of an individual to begin emulation.

B. Begin Emulation with Full Admin Rights

Full Admin Rights allow you to see all users in a unit to which you have been given access.

1. Begin in the left navigation menu, and click on Administration > Administration > Emulate User.

2. On the table that opens, you will see counts of faculty in your department (and divisions, if applicable). By default, the counts are for active faculty with primary appointments in your unit.

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Unit ☐	Total	Attached In				
		University	School	Department Group	Department	Division
⊟ Medicine (Rollup)	952	-	-	-	-	-
Medicine	11	-	-	-	-	11
Medicine: Allergy and Immunology	24	-	-	-	-	24
Medicine: Cardiology	122	-	-	-	-	122
Medicine: Endocrinology	49	-	-	-	-	49

Emulate User

Count By Unit

Employment Status — All Active

Assigned To Unit As — Primary Unit

    a.   Use the **Employment Status** filter to focus on a different employment status (including inactive faculty). Change the **Assigned To Unit As** filter if you want to access faculty who have secondary appointments in your unit.

    b.   Click on one of the hyperlinked numbers to open a list of faculty included in that count. In the example above, clicking the number 952 provides a list of all active faculty who have primary appointments in the Department of Medicine. (Whenever the word "Rollup" appears after a unit name, that unit contains all sub-units.)

3.   A page opens that shows the names of faculty available for emulation.

    a.   Click on the name of the faculty member you wish to emulate.

    b.   If the list is long use the search bar to search for a specific faculty member.

    c.   If you expect to return to this page frequently, press Quicklinks and then select "Add this page as a Quicklink." This bookmarks the page so that you can return to it without repeating the navigation steps above.

Northwestern University Feinberg School of Medicine > Administration >

Administration

Emulate User

Quicklinks ∨

Faculty	
Unit	Northwestern University (Feinberg)
Employment Status	All Active
Assigned To Unit As	Primary Unit
Exclude Subunits	Yes

Select Faculty
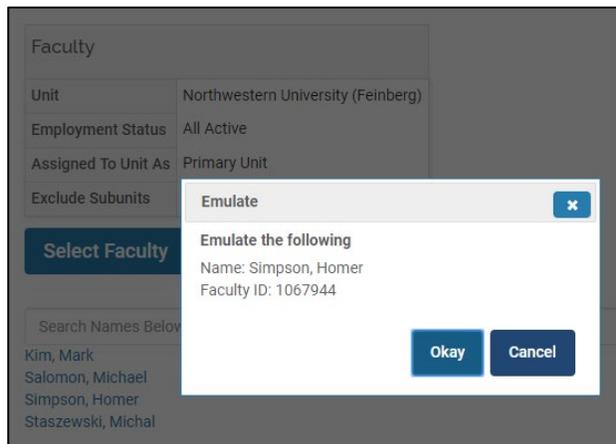
Search Names Below

Kim, Mark
Salomon, Michael
Simpson, Homer
Staszewski, Michal

4.   After clicking a faculty name, a confirmation pop-up window appears. Press Okay if you wish to proceed with emulation for that individual.

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C. During Emulation

1. Once you are in emulation mode, a red banner appears at the top of the screen confirming whom you are emulating.

2. The left navigation menu now matches what a faculty member sees. If you are emulating with Limited Rights, you will not see the Account Access option in the left navigation menu. (This link makes it possible for faculty to see who has limited rights to their account, and turn limited rights on and off for specific individuals. Someone who is emulating with limited rights can't give others access.)

3. Press **Exit Emulation** in the upper right corner to exit the faculty member's account.