## Managing Act As User Profiles

Market: Federal/State/Local, House, Senate

**Description:** These instructions teach users how to identify which other users are authorized to use their profile in IQ and how to use other user profiles.

## Set Up Act As Profiles

1. Navigate to your user name and select Act As Setup.



2. A window is displayed on the screen. The top information displays all IQ users in your office that "acted as "you and have used your profile. The bottom information allows you to enter the names of IQ users that you authorize to "Act As" you and use IQ using your profile.

Act As Setup		
You are currently logged in as L		
Users who have "acted as" you	10/06/2021 10:00:30 AM - 10/04/2021 11:17:00 AM - 09/29/2021 01:28:31 PM - 09/29/2021 01:20:49 PM - 09/29/2021 01:11:30 PM - ▼	
Users who can "act as" you	↓ ↓  Q Support	
	Save Cancel	

3. Click Save.



## Use Act As

1. Navigate to your user name and select Act As.



2. Select the name of the person you wish to "Act As".

Act As Another User You are currently logged in as		
	Profile Caseworker Profile Icons Profile Intern caseworker kilgore	
Act as	Cancel	

3. Click Act As.