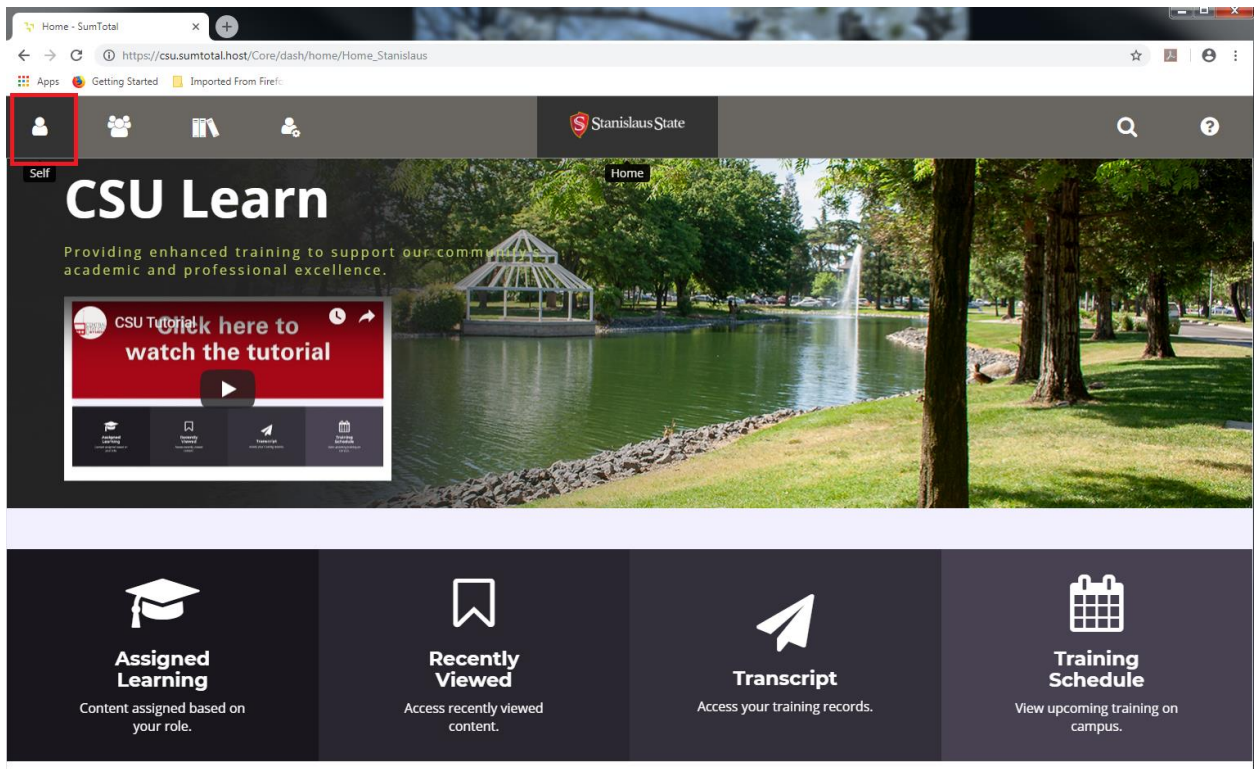
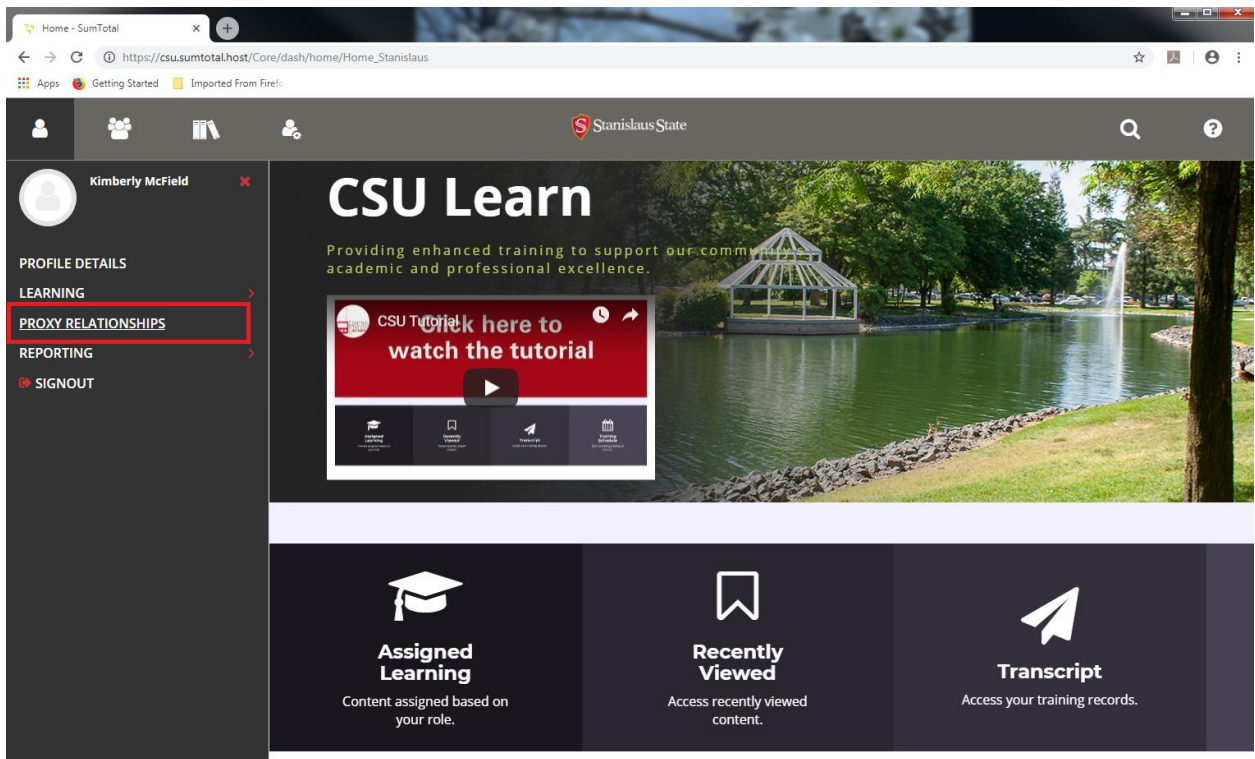


Deactivating a Proxy in CSU Learn

1. Once you log into CSU Learn, click on the “SELF” icon in the top left corner:



2. On the SELF menu, select “PROXY RELATIONSHIPS.”



3. On the Proxy Relationships menu, click “EDIT” for the user you’d like to edit or deactivate.

Proxy Relationships - Sum... x +

https://csu.stage.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2FCSU.stage.sumtotal.ho: Search

Stanislaus State

PROXY RELATIONSHIPS

Manage those who can act on your behalf. From this page you can: add new proxies, remove existing proxies, as well as activate/deactivate existing proxy relationships.

Search ... SEARCH

MY PROXIES MANAGERS I CAN PROXY FOR VIEWABLE USERS

+ New - Remove Activate Deactivate Print Export

Name of Proxy ^	Primary Organization	User Status	Start Date	End Date	Status	Actions
John Doe	Stanislaus				Active	EDIT

4. On the Proxy Relationship Properties menu, select the “Inactivate Proxy Indefinitely” radio button. Click “SAVE.”

Proxy Relationship Properti... x +

https://csu.stage.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2FCSU.stage.sumtotal.ho: Search

Stanislaus State

PROXY RELATIONSHIP PROPERTIES

Specify the dates between which you want a proxy to be active. If you want the proxy to be active for an indefinite period, select the Activate Proxy Indefinitely option. Similarly, if you want the proxy to remain inactive for an indefinite period, select the Inactivate Proxy Indefinitely option.

Name of the manager:
Your Name

Name of the proxy:*
John Doe BROWSE...

Note: Browse for a user to proxy for the manager name you see above.

Activate Proxy Relationships:
 Activate Proxy Indefinitely
 Inactivate Proxy Indefinitely
 Activate Proxy between

CANCEL SAVE

5. The Proxy Relationships page will confirm that you updated your proxy, and the proxy's status will confirm that the proxy is Inactive.

The screenshot shows a web browser window with the URL `https://csu.stage.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2FCSU.stage.sumtotal.ho`. The page title is "Proxy Relationships - Sum...". The Stanislaus State logo is visible in the header. The main heading is "PROXY RELATIONSHIPS" with a sub-heading: "Manage those who can act on your behalf. From this page you can: add new proxies, remove existing proxies, as well as activate/deactivate existing proxy relationships." A green success message box states "The proxy has been updated." Below this is a search bar and a "SEARCH" button. There are three tabs: "MY PROXIES", "MANAGERS I CAN PROXY FOR", and "VIEWABLE USERS". A toolbar contains icons for "+ New", "Remove", "Activate", "Deactivate", "Print", and "Export". A table lists proxy relationships with columns: "Name of Proxy", "Primary Organization", "User Status", "Start Date", "End Date", "Status", and "Actions". One entry is shown for "John Doe" with "Stanislaus" as the organization and "Inactive" as the status. An "EDIT" button is next to the "Inactive" status.

Name of Proxy	Primary Organization	User Status	Start Date	End Date	Status	Actions
John Doe	Stanislaus				Inactive	EDIT