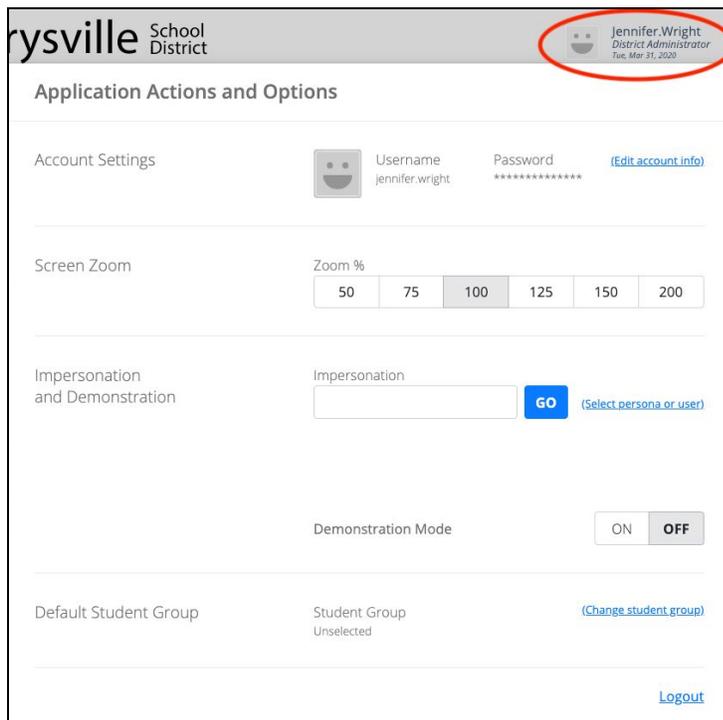# ALE Application: Impersonation Instructions

Why Impersonate?

You may impersonate another user to see exactly what they see the ALE Management Application. When impersonating, it is important to note that anything you do in the system assumes you are them.

The Impersonation Role must be assigned to a user through the Homeroom Admin module in the Admin application. If you need help setting up an individual for impersonation, please contact support@schooldata.net.

Once the role has been assigned, impersonation will become an option in the drop down menu associated with your name in the upper right hand corner of the screen.

The Impersonation section allows you to:

1. Type in a user name and then select GO, or
2. Select from a list of personas or users.

"Select persona or user" gives the user two options.

Under Application Users, you are presented with a list of users and their roles. Note that you can filter using the gear or searchable text boxes to find a specific user to impersonate.

Clicking the check mark on the left will then reload the application and you will be seeing that specific user.

Selecting a Persona Alias allows you to select a type of individual without knowing a specific user. Again selecting the check mark on the list will then reload the application.
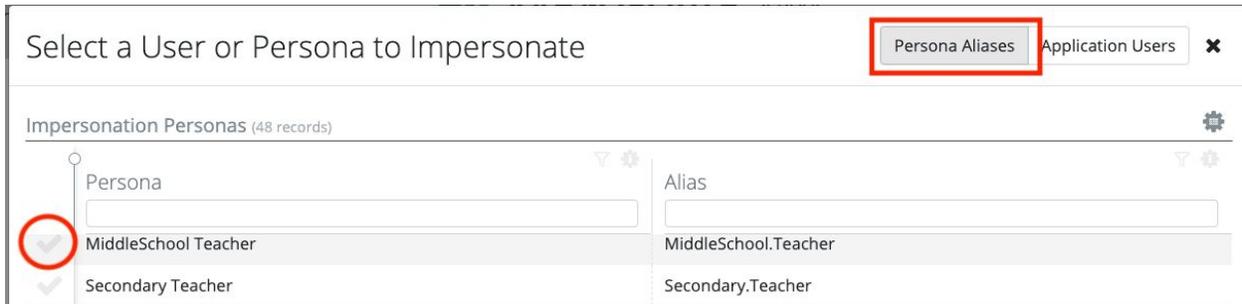
When you are impersonating, the application clearly indicates that you are in impersonation mode in the user name displayed in the upper right hand corner of the screen.

Once in Impersonation mode there are two options - to stop impersonating or impersonate a new user:.

1. To impersonate a new user, return to the Impersonation menu option and type in a new user name or select another user/persona.

2. To stop Impersonating and return to your account, hover over the word "Impersonation" at the top right and a link will appear to "Stop Impersonating". Clicking will stop the impersonation.