Emulate a Faculty Member

1. Log in to Faculty 180.
2. Click the **Administration** tab.
3. Select **Emulate User** (under the Tools heading).
4. You should only see your Unit listed. Click the number associated with the unit under the “Total” column.
In this example, we have access to the Honors College and there is one faculty member in the Unit.

If the Faculty Member you need to emulate is not listed, you will need to add the Faculty Member. See the job aid titled “Add a Faculty Member” for specific details on this process.
6. You will be prompted to verify the user account. Click Ok.

![Message from webpage]

7. The Home page returns – you are now emulating the user you have selected. Verify you are on the correct faculty member’s account by reviewing the name that is displayed in the Welcome heading.

![Development]

8. When you are finished working on this profile, click the Exit Emulation button.

   a. If you are finished working in Faculty 180, you can click Logout after selecting Exit Emulation.