

Adding A Proxy

A proxy in UCLA Profiles is a user who is designated to make edits in an investigator's UCLA Profile. Individuals who request proxy access for investigator UCLA Profiles must complete the following steps.

Obtaining Proxy Login Name

1. Go to <https://stage-ucla.researcherprofiles.org/search/>
2. Log in using your Mednet login.
3. Go to <https://stage.researcherprofiles.org/Shibboleth.sso/Session>
4. Send the proxy access request to UCLAProfiles@mednet.ucla.edu. In the request, include screen shot of the eppn value, in front of the @ucla.edu, as pictured below, send the proxy's name, their email address, and, finally, the investigator's name and email address.

Miscellaneous

Session Expiration (barring inactivity): 479 minute(s)

Client Address: 123.456.789.10

Sso Protocol: urn:oasis:names:tc:SAML:2.0:protocol

Identity Provider: urn:mace:incommon:ucla.edu

Authentication Time: 2020-06-23T23:45:51.949Z

Authentication Context Class: urn:oasis:names:tc:SAML:2.0:ac:classes>PasswordProtectedTransport

Authentication Context Decl: (none)

Attributes

eppn: janedoe@ucla.edu

persistent-id: urn:mace:incommon:ucla.edu!https://stage.researcherprofiles.org/shibboleth!YKvnM+a

Edit image above to include only de-identified information.

After 5 business days, following the proxy access request to UCLAProfiles@mednet.ucla.edu, approved proxies should log into UCLA Profiles, and type their corresponding faculty member's name into the UCLA Profiles search bar. After clicking on the investigator's UCLA Profile, approved proxies will see **Edit This Profile**, and can begin editing the designated UCLA Profile.

UCLA.edu

UCLA Profiles

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[Edit This Profile](#)

[Sign Out](#)

Note: At this time, only users with Mednet logins can obtain proxy access for the faculty members in UCLA Profiles.