ABOUT THIS GUIDE

This guide describes setting delegates in the Research Information System (RIS) and using impersonation.

Setting a delegate allows another RIS user to ‘Impersonate’ you in the system and allows them to manage your records. This includes your biographical details, your publications, impact, teaching and grants.

Note: Delegation does grant someone higher permissions in the system that you may have because of your role (a Head of Department or Research Director for example). These permissions cannot be delegated.

By the end of the guide you should be able to:

- **Login** to the System
- **Manage** delegates
- **Impersonate** another user
Login at: ris.essex.ac.uk

Your normal university login is all you need.

You don’t need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (IE, Chrome, Firefox, Safari)
MANAGE DELEGATES

Navigate:
Menu > My Account > Account Settings > Manage Delegates
ADD DELEGATES

Begin typing the surname in the box and then select the correct person.

Click ‘Add Delegate’

The user can now act on your behalf in the RIS via ‘Impersonation’
To remove delegate permission click on the red cross next to the person's name.
IMPERSONATION

To Impersonate choose “IMPERSONATE ANOTHER USER” from the top bar.
IMPERSONATION

Type the name of the person in the “Name Contains” box

Click “Set Filters”

Select the user from the list

You will only be able to choose people you have delegated permissions for.
IMPERSONATION

The person you are impersonating is indicated on the top bar.

You can now manage their records. This includes biographical details, publications, impact, teaching and grants.

To stop impersonation click the red cross next to their name or click “IMPERSONATE ANOTHER USER”
NEED HELP?

You should now be able to:

• Login to the System
• Manage delegates
• Impersonate another user

You can find extra help, including video guides on common tasks by clicking the help button in the RIS

For support contact the Research Systems Team in the REO
reors@essex.ac.uk