If you have been added into Elements as a delegate, you can “impersonate” another GU Elements user and edit outputs on the other person's behalf. Log in to Elements with your own credentials, then use the “impersonate” function to Create new publications, Claim or reject publications, or Edit publications.

**STEP 1**

Log in to [Symplectic Elements](#) using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

**STEP 2**

Click [Impersonate Another User](#) at the top of page.
**STEP 3**

This page shows you a list of the user/s who have granted you delegate access. Their names are displayed under the sentence “Select a user to manage their data:”

In this example, Karen Dean is being added as a delegate.

**STEP 4**

Select that user’s name. You are now impersonating that user and are taken to their Home page where it shows their Welcome message. Notice that Elements displays you as being logged in, and that you are “impersonating” the other user.
STEP 5
You can now perform actions on behalf of that user, i.e. claim/reject publications, add publications, edit publications.

When you have finished impersonating that user, click the button at the top of the Home page to stop impersonating them.

STEP 6
You have stopped impersonating that user. A message confirms this.