

CREATING A SHARED IDENTITY IN TEMPO

Note: Using a shared identity in Tempo lets you assume all of the rights and privileges of another user without having to know their login ID and password. When a user shares their identity with you, it's as if they were sitting behind the keyboard, themselves. All custom settings, saved searches, etc. are available to you.

THERE ARE TWO STEPS TO SHARING AN IDENTITY:

- The primary user (the one giving permission to share their identity) invites another into their account
- The secondary user (the one using the shared identity) assumes the role of the primary user

Procedure for sharing your Tempo identity with another user

- Ask the primary user (the person who wants to give you access to their account) to log into Tempo.
- Have them click on their name in the upper right-hand corner. A dialogue box will open.
- Click on the link, "**Create new shared identity**"

Sign-in as...

Select the member you wish to sign-in as.

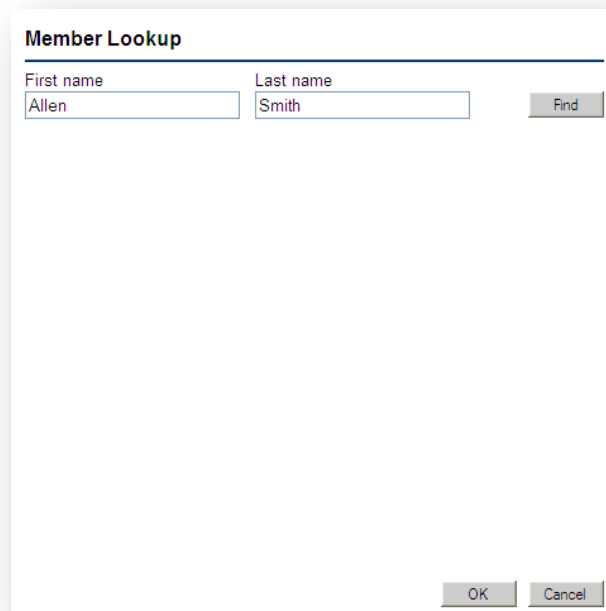
You are currently sharing your identity with these members:

[+ Create new shared identity](#) [✗ Delete selected shared identity](#)

Show Sign-In As option when I log in

OK Cancel

- Have them search for you by entering your first and last name into the member lookup tool. Click **FIND**.



The image shows a 'Member Lookup' dialog box. It has two input fields: 'First name' with the text 'Allen' and 'Last name' with the text 'Smith'. A 'Find' button is located to the right of the 'Last name' field. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

- Click on the member's name. **IMPORTANT - do not press OK before highlighting the member's name**
- You should see the member's name in the lower box, confirming that they can share the primary user's identity:

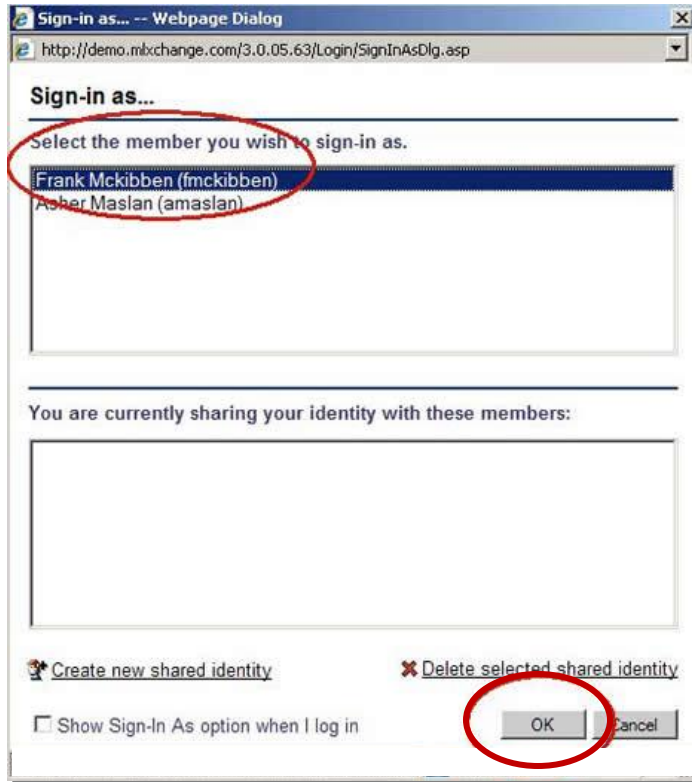


The image shows a 'Sign-in as...' webpage dialog. The title bar reads 'Sign-in as... -- Webpage Dialog'. The address bar shows 'http://demo.mlxchange.com/3.0.05.63/Login/SignInAsDlg.asp'. The main content area has the heading 'Sign-in as...' and the instruction 'Select the member you wish to sign-in as.' Below this is a large empty text box. A red box highlights the text 'You are currently sharing your identity with these members:' followed by a list box containing 'Allen Smith (asmith)'. At the bottom, there are two buttons: 'Create new shared identity' and 'Delete selected shared identity'. A checkbox labeled 'Show Sign-In As option when I log in' is also present, along with 'OK' and 'Cancel' buttons.

- Click OK to return to the Tempo home page

Sharing another user's Tempo identity

- Log into Tempo using your own ID and password
- Click on your name in the upper right hand corner of the screen to launch the identity sharing screen
- Click on the name of the person whose identity you wish to assume. Click **OK**



- Confirm that you have assumed the new shared identity:

