

Identity Sharing

You can invite other members of your office, such as an assistant or a team member, to log in and work in MLXchange on your behalf (up to a maximum of 20 users).

The invited user will ‘assume your identity’, and therefore have the same user class privileges as you. For example, if you are an office manager with office level privileges (Joan Swanson), the invited user (Ken Smith) will also share your office level privileges. If any modifications are made to listing records, MLXchange will record the User ID of the person who actually made the change (Ken Smith).

NOTE! Note: All users must have their own personal login and password.

► To invite another member to share your identity:

1. On the header bar, click on the **Signed in as:[your name]** link.



The Sign-in as dialog box opens.



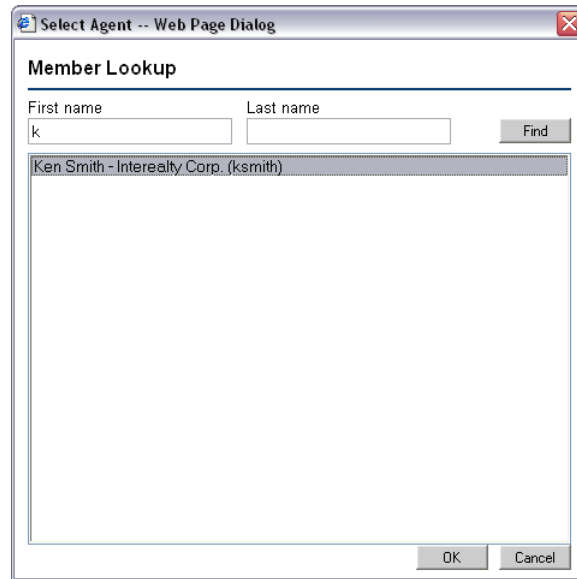
Click the link to find a member to share your identity with.

2. Click the **Create new shared identity** link in the bottom left corner of the dialog box.

The Member Lookup dialog box opens.

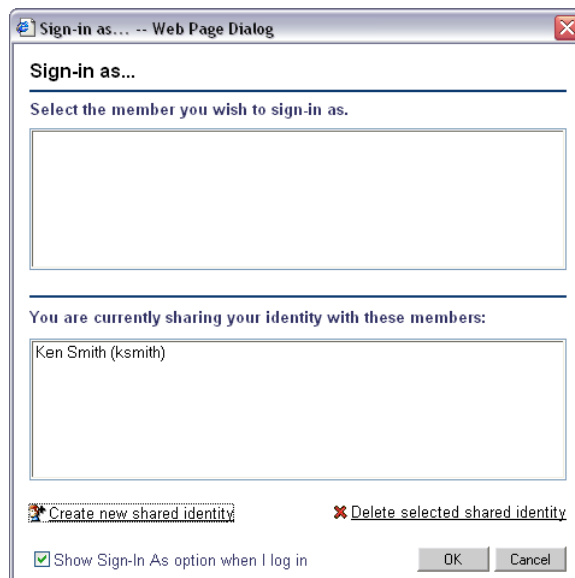
3. Search for a member by entering their **First name** and/or **Last name**, in full or in part. Click **Find**.

A list of current members matching the criteria is displayed.



4. Highlight a member (one at a time) in the list, then click **OK**.

The name appears in the **You are currently sharing your identity with these members** list located at the bottom of the Sign in as dialog box.



The **User ID** appears in brackets after the member's name.

5. Once you are finished adding names of members who you are sharing your identity with, select the **Show Sign-In As option when I log in** check box. This ensures the Sign in as dialog box is displayed immediately after log in.
6. Click **OK**.

This person (Ken Smith in the example) is now able to log in as you from their computer.

► **To remove the invitation to share your identity:**

1. Open the Sign-in as dialog box.
2. Highlight the invitee's name in the **You are currently sharing your identity with these members** list.
3. Click the **Delete selected shared identity** link in the bottom right corner of the dialog box.

A message box appears asking you to confirm the deletion of the selected shared identity.

4. Click **OK**.

The name is no longer displayed in the list.

5. Clear the **Show Sign-In As option when I log in** check box.

This ensures that the dialog box does not open immediately after you log in.

6. Click **OK** again to exit the Sign in as dialog box.

Now the person you invited [Ken Smith] can no longer log in as you.

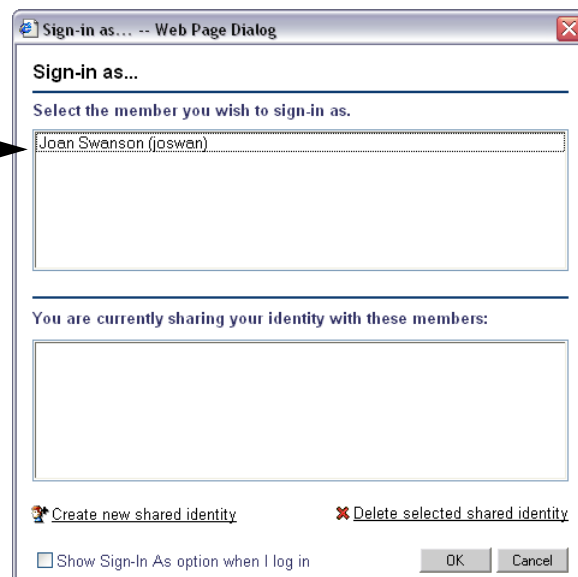
► **To log in using another person's identity:**

1. Once you have been invited to share an identity, log in normally using your own User ID, if you haven't already. For example, Joan Swanson has invited you [Ken Smith] to share her identity. Log in as yourself.
2. Click the **Signed in as [your name]** link.

Signed in as: Ken Smith

The Sign in as dialog box opens.

This person has invited you to share their identity.



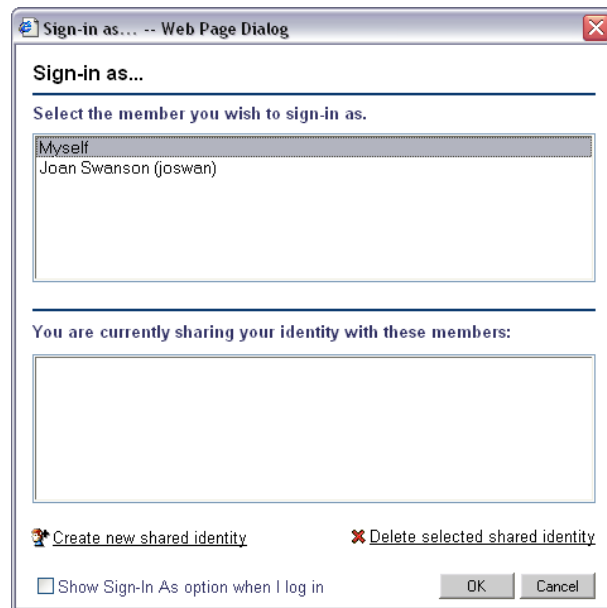
3. In the **Select the member you wish to sign-in as** list, highlight a user (the person who invited you to share their identity), then click **OK**.

Wait a few seconds as MLXchange refreshes. The **Signed in as** link in the header bar now displays the person whose identity you are sharing (in this example Joan Swanson).

► **To return to your own login:**

1. Click the **Signed in as [inviter's name]** link in the header bar.

The dialog box opens, now with a new entry in the top list.



2. Highlight **'Myself'** from the **Select the member you wish to sign-in as** list.
3. Click **OK**.

Wait a few seconds as MLXchange refreshes. The **Signed in as** link in the header bar now displays your name again (in this example Ken Smith).