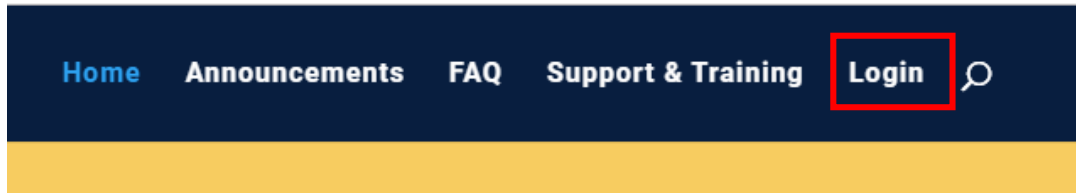


# How to Emulate a User in Panther180 Tutorial

\*Updated Spring 2019

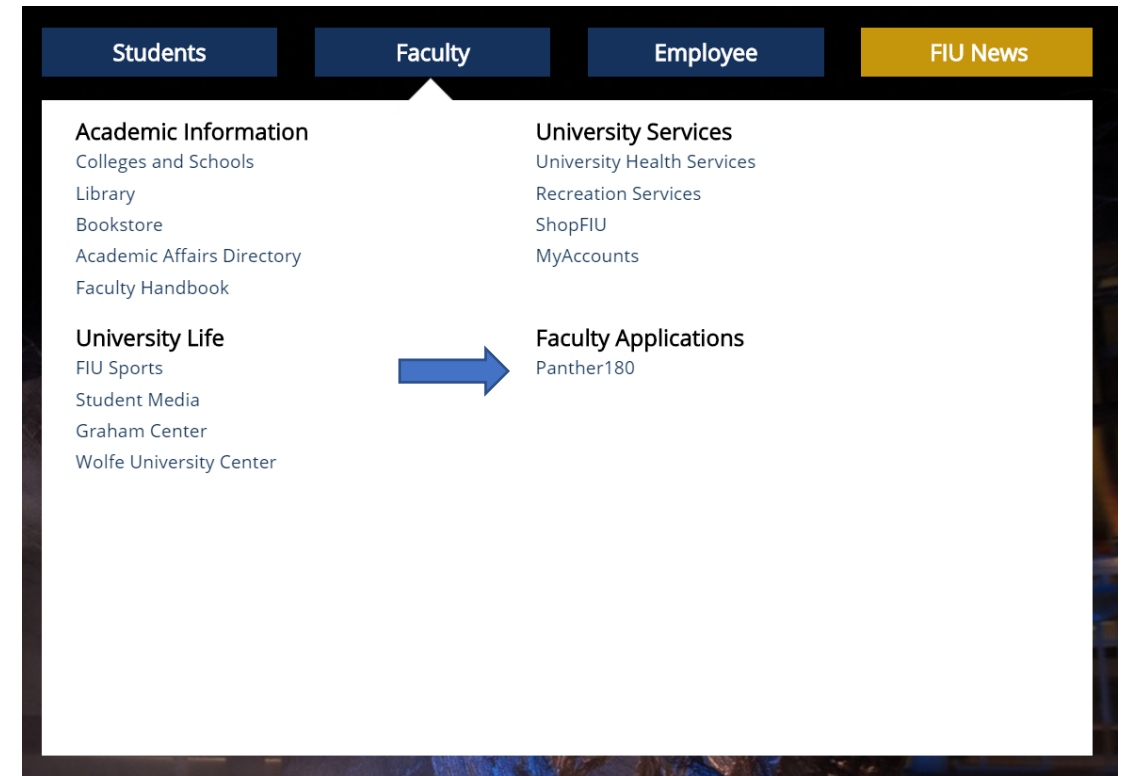
# How Do I Login to Panther180?

- <http://panther180.fiu.edu>



OR

- <https://my.fiu.edu>
- Click on Faculty tab > Faculty Applications > Panther180



# Single Sign-On has been implemented which allows faculty to login with their AD credentials

**FIU** | FLORIDA INTERNATIONAL UNIVERSITY  
Division of Information Technology

MyFIUMyAccountsFIU HomeDoIT

### Log In

Enter your FIU Username and Password  
(e.g.: jdoe001)

FIU Username

Password

☐ Warn me before logging me into other sites.

**LOGIN**

### Need Help Logging In?

If you forgot your FIU Password, [click here](#).

If you forgot your FIU Username, [click here](#).

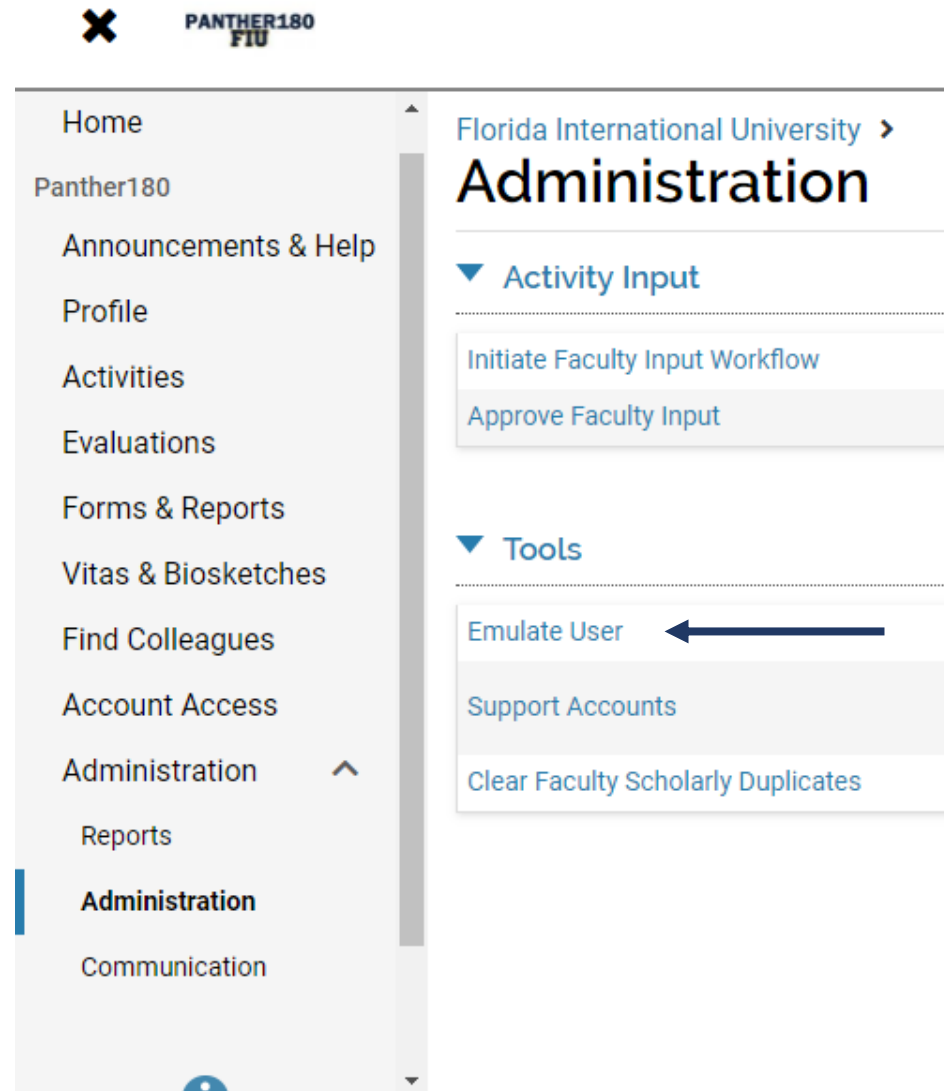
If you still have trouble logging in, contact the IT Support Center online at [it.fiu.edu](http://it.fiu.edu) or by calling 305-348-2284.

For security reasons, please log out and close your browser after each session.

Using the navigational menu on the left, select Administration and Administration once more in the subsection.

The screenshot displays the Panther180 FIU interface. On the left is a vertical navigation menu with the following items: Home, Panther180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, Reports, Administration, and Communication. Two blue arrows point to the 'Administration' items: arrow '1' points to the first 'Administration' item, and arrow '2' points to the second 'Administration' item. The main content area on the right shows the breadcrumb 'Florida International University >' followed by the title 'Administration'. Below this, there are two sections: 'Activity Input' with links for 'Initiate Faculty Input Workflow' and 'Approve Faculty Input' (the latter is highlighted), and 'Tools' with links for 'Emulate User', 'Support Accounts' (highlighted), and 'Clear Faculty Scholarly Duplicates'.

Scroll all the way down to the section labeled "Tools" and select "Emulate User".



The screenshot displays the Panther180 Administration interface. On the left is a vertical navigation menu with the following items: Home, Panther180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration (with an upward arrow), Reports, **Administration** (highlighted with a blue bar), and Communication. The main content area on the right is titled "Florida International University > Administration". It contains two sections: "Activity Input" with links for "Initiate Faculty Input Workflow" and "Approve Faculty Input", and "Tools" with links for "Emulate User", "Support Accounts", and "Clear Faculty Scholarly Duplicates". A blue arrow points to the "Emulate User" link in the Tools section.

You should only see your unit(s) listed. Click the number associated with the unit under the “total” column. This will expand to show the accounts within the unit. You may choose the appropriate faculty’s members name or you can type in the name using the search bar. You will be prompted to verify the user account. Click ok.

# Administration

Emulate User

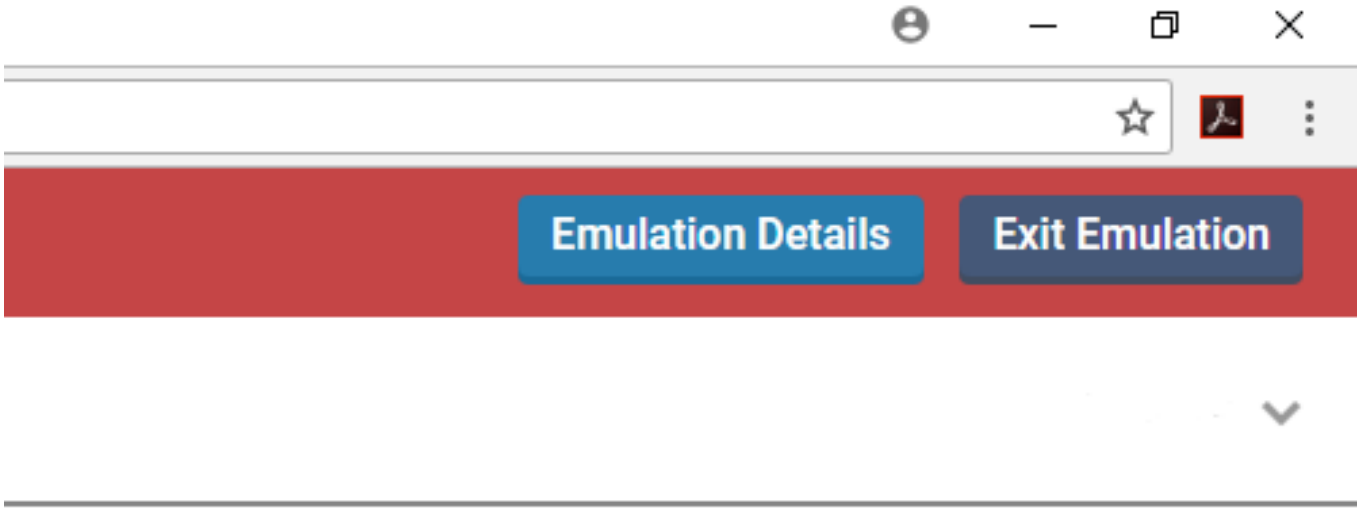
Count By Unit

Employment Status	All Faculty ▼
Assigned To Unit As	Primary Unit ▼

Unit <input type="checkbox"/>	Total	Attached In							
		University	Administration	Business Unit	Department	Level 5	Level 6	Level 7	Level 8
Test Department	1	-	-	-	1	-	-	-	-

[Go Back](#)

Please note that any changes you make (edits/deletions) will be made in real time. These actions cannot be undone, especially the deletion of an entry.



When you are finished working on this profile, click the  button, which is located on the top right corner of the page.

# Questions?

[Panther180@fiu.edu](mailto:Panther180@fiu.edu) or call 305-348-2169

Register for training sessions at <http://professionaldevelopment.fiu.edu>

1. click on “Enroll”
2. Select “Academic Affairs” from Department List
3. Select Panther180 Open Labs
4. Select desired session and hit “Select”
5. Select “Confirm Pending Enrollments”