How To – Assign a Proxy

Proxy – A person who is authorized to act on behalf of the discloser. A proxy may enter necessary information in a Disclosure Profile; however, the proxy cannot certify and submit the Disclosure Profile or respond to a Clarification Request.

1. Log in to the Huron System using your SSO credentials: https://tamu.huronresearchsuite.com/
2. Navigate to your **Disclosure Profile** using the "Recently Viewed" section of the **Dashboard** or the **COI tab**
3. Select **Assign Proxy**
4. Type in the name of the proxy or select them from the ellipsis button
5. Select **OK**
6. The proxy will receive an email notification about the assignment and the Disclosure Profile will also appear in the proxy's Dashboard Inbox