University of Maryland Activity Insight Proxy/Delegate Access Permission Form

This form enables a faculty member to grant proxy and/or delegate access to a UMD employee to enter information (proxy access) and/or run reports (delegate access) on the faculty member’s behalf.

PROXY ACCESS: Faculty members can assign to other individuals the right to act as one-to-one proxy in Activity Insight. An individual assigned by a faculty member as one-to-one faculty proxy will have access to the faculty member's Activity Insight data and will be able to manage/edit that data.

DELEGATE ACCESS: Chairs, directors and deans can assign to other individuals the right to act as their delegate in Activity Insight. An individual assigned by a chair, director or dean as a delegate will have read-only access to the faculty data across the unit and will be able to run reports with that data.

Faculty UID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proxy/Delegate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proxy/Delegate UID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one or both boxes below to authorize proxy and/or delegate access on your behalf.

 PROXY ACCESS: I attest that the person listed above has my permission to access and edit my data in the Activity Insight system as my designee.

 DELEGATE ACCESS: I attest that the person listed above has my permission to access read-only data in the Activity Insight system for faculty in my unit as my designee.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_