NorseHub.luther.edu is the Colleague Self Service interface for faculty, students, staff, and parents. Click on the ‘? Help’ button in the upper right corner of the screen for more information or contact the ITS Technology Help Desk by calling x1000 or email helpdesk@luther.edu

Proxy access is for the purpose of granting another person the ability to approve time entry, paid time off, or leave entry on your behalf. If you supervise employees and want to set up an alternate supervisor, send an email to hr@luther.edu with your request. Proxy access for alternate supervisors is setup in Colleague by the Human Resources office.

Norse Hub allows you to view proxy access, login as a proxy, and act as a proxy supervisor for another person to review and approve leave and time entries.

Log in with your Norse Key and password
Approve Time Entry as a Proxy Supervisor
Change User
Sign out to end your session

Log in with your Norse Key username and password

Please enter your Norse Key username and password.

```
gullick
```

```
**********
```

Sign in

If you cannot access the system, please call the Technology Help Desk at 563-387-1000 or email helpdesk@luther.edu.
Approve Time Entry as a Proxy Supervisor

When your alternate supervisor logs into Norse Hub, they will be presented with the option to view your account as you would see it. They choose your name and click the ‘continue’ button. Matt Brown is the logged in as the alternate supervisor in the example below.

Your alternate will only see a limited menu of options available when they are acting as your proxy.

Your alternate will view the information for the employees you supervise. The banner at the top reminds the user that they are ‘acting on behalf of’ another person.
Change User

At any time the proxy (alternate supervisor) can switch back to access to all the functionality available under their own account.
Sign out to end your session

Click on 'Sign out' when you have finished approvals and close your browser.