

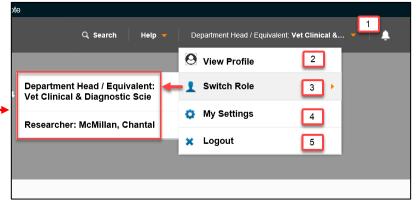
## **Navigating the Login Menu**

## **Quick Reference Guide**

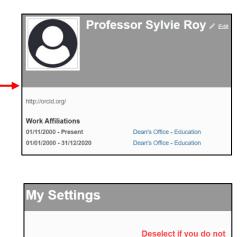
**Purpose:** The Login menu allows you to access your user profile, settings and to switch roles.

Audience: All roles.

**1 – User role and title:** When clicked, the dropdown arrow beside the user's name expands the **Login** menu. View Profile, Switch Role, My Settings and Logout menu options display.



- **2 View Profile:** Organizations and Work Affiliations display. If you have a dual role (i.e., ADR who also has Researcher role), the View Profile menu item is only visible when you switch to Researcher role.
- **3 Switch Role:** As a user, you may have multiple roles assigned to your user profile. You may have both a researcher role and Associate Dean, Research role. This option allows you to switch between roles depending on your task.
- **4 My Settings:** Allows the user to change notification settings and language.
- **5 Logout:** Allows the user to Logout.





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