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.