How to find a Review 360 User

1. Click on the "Configuration" button :
2. Place the pointer over the "Configuration" button and click the "User" button when it appears.
3. Click the "Select" button in the upper-right hand corner.
4. The "Search Box" menu will be displayed. Type part or all of the user's name, beginning with the last name.
5. After verifiying that the correct school is visible to the right of the name, move the pointer over the name. The name will then become highlighted in orange (see below). Click the username to pull up their profile

To login as the user locate the "Log in as user" button and click it.