	Navigation Note	IT System	**Group Account**
SIEMENS Gamesa RENEWABLE ENERGY	**How to change back if you are logged in as another employee**	Date Owner	30/06/2021 **SGRE HR ORG&DEV WU**

Phase	Explanation	Navigation
Find the user	1. From the main SG Training Web page go to **My Group Account.** 2. Perform an employee search by entering search criteria as e.g. name, GID or department. **NB! If you are searching for an org. code or cost center, please remember to put in % before to ensure seeing every employee, e.g. %ON EXT** 3. Click the **search** button.	> My Group Account Last Name: First name: GID: Department: Team: ... type or select ... Search course: Qualification: ... type or select ... Qualification profile types: ☐ Active profiles ☐ Development profiles [search] [reset] search
Login as a user	1. Find the user you need to book training for and click the **Login as** button The following will show in the top right corner of your screen	👥 👤 Merle Klingrup/Kristensen > Logout 👤 logged in as Flitter Carstensen > Change
Change back to another user or reset to own user	1. Click the **Change** button in the top right corner Now you have the option; To search for other customers in your target group and login as another user. **Or** To reset to your own account	Change search 👥 👥 Reset to your account