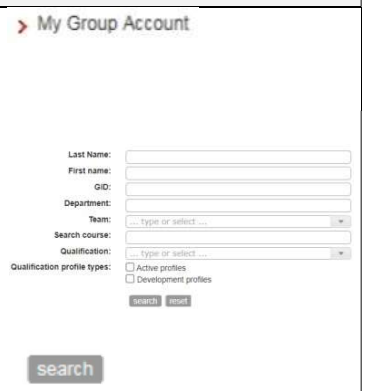
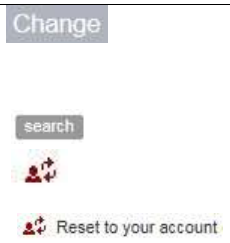
SIEMENS Gamesa RENEWABLE ENERGY	Navigation Note **How to change back if you are logged in as another employee**	IT System Date **Group Account** Owner 30/06/2021 **SGRE HR ORG&DEV WU L**

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.	
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	
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