Once logged in to Web Kiosk, click on the arrow to expand My Details in the left hand pane in the Web Kiosk.

The side pane will open up the My Details area and you will see your own name under Employee - Job - Name.
Click on the + icon beside your name and any current team members will be displayed.

Highlighting a team member and clicking on the Select Icon will allow you to view information as though you were the team member. You will see a second set of information starting with **Viewing:** which will highlight that you are looking at a team member's details.

Clicking Clear Team Member (next to My Details) will return you to viewing your own details.

For additional user guides for the Web Kiosk, please visit our webpage [http://www.csu.edu.au/division/hr/web-kiosk](http://www.csu.edu.au/division/hr/web-kiosk)