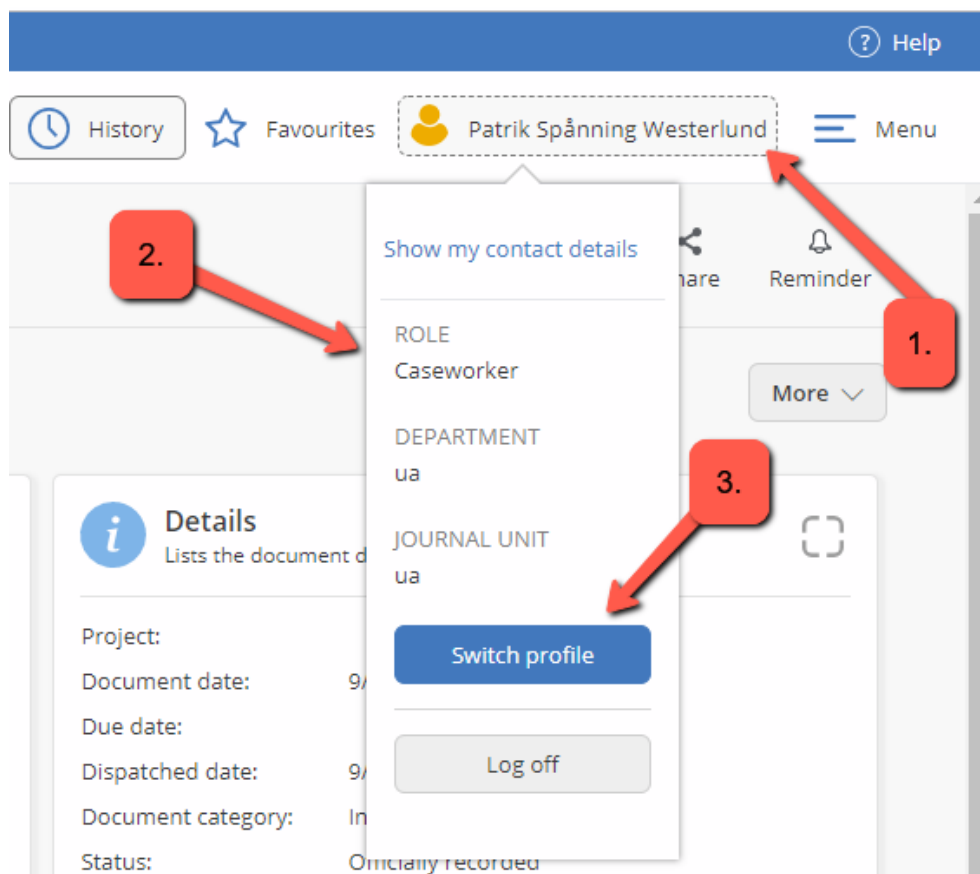


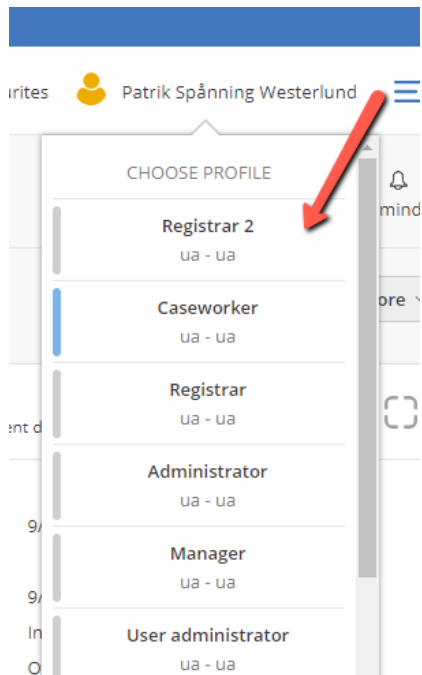
## Quick guide on how to switch your role in Public 360

1. All employees at SLU have a caseworker profile for their own journal unit in Public 360°. Those with the records and archives management role (RA-role) also have a registrar 2 profile, and can switch between those as needed. There are also registrars and caseworkers who need to handle cases in several journal units and who need several profiles to switch between.

2. To the upper right in Public 360° you can see your name. (1). Clicking the name displays your current role and journal unit (2). To switch profile, click "Switch profile" (3).



3. You will see a list of your available profiles and which journal unit they belong to, switch by clicking one of them.



4. If you lack the button "Switch profile" you only have basic access to one of the journal units in Public 360. If you need registrar 2 access, apply for it by applying for the RA-role in Idis.

