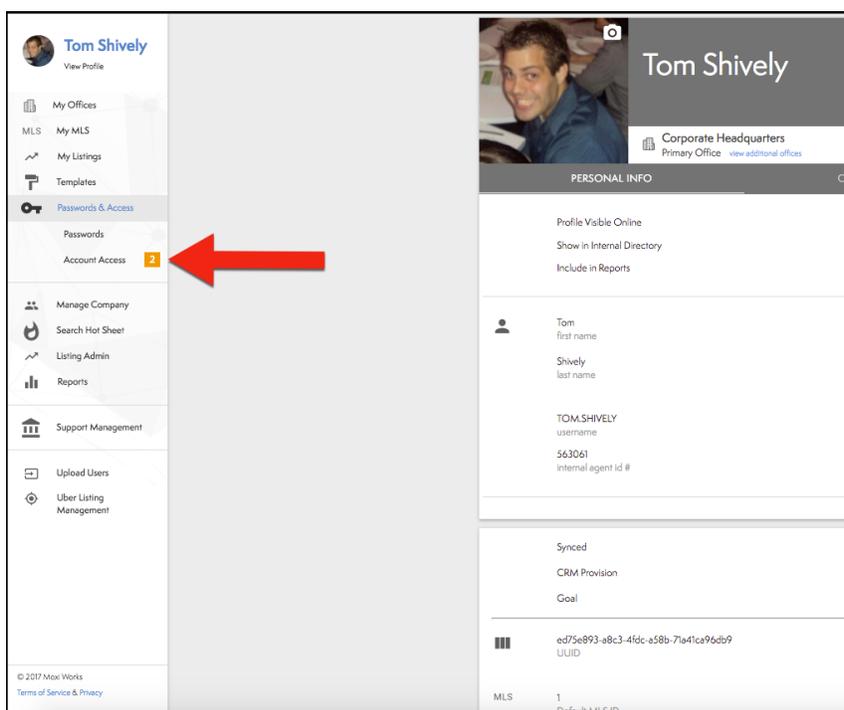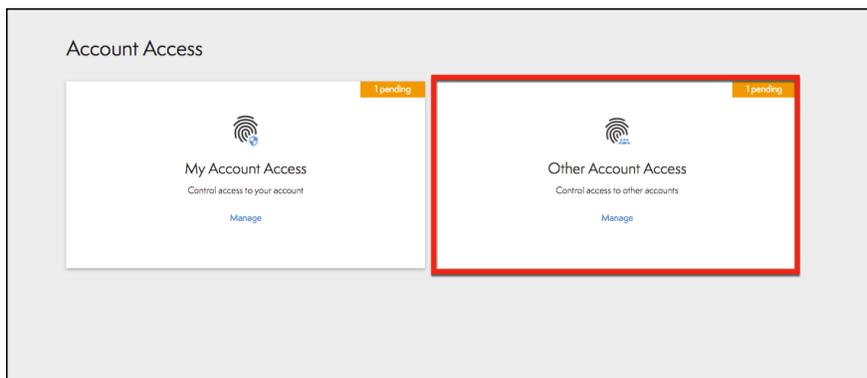# Account Access: Other Accounts

Sometimes to do the best work we may need to access someone else's Moxi Works account. We may be an assistant or on a team, but the information we need might be in another person's account. Follow to instructions below to learn how to gain access to someone else's account!

Gain Access to Other's Accounts

1. From your Roster select **Passwords & Access.**
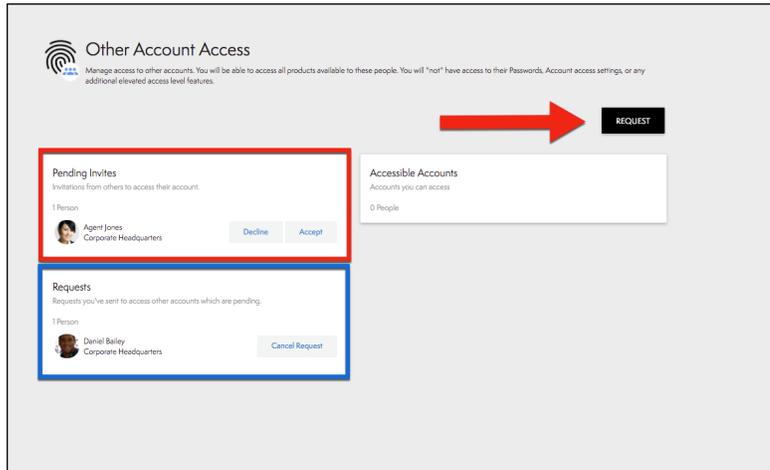2. Select **Account Access.**

3. Select **Manage** under **Other Account Access.**

4. Select **Request** to search for other people in your Office.

a. NOTE: You can see the other people that have requested you have access to their account (Circled in red).
b. NOTE: You can see all the people that you have requested access to (Circled in blue).
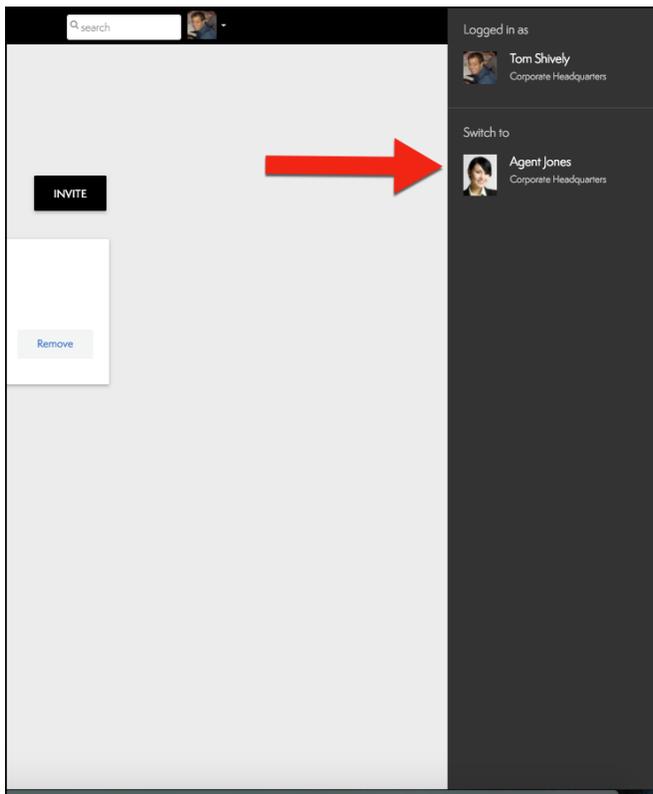

5. Search for the person you would like to access.
6. Select **Request.**

7. Once you have permission to access someone's account, select the agent drop-down menu in the top left corner (See below).
8. Select **Switch User.**
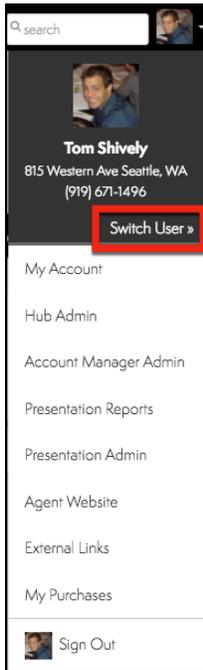
9. A connected panel will slide out from the right side of the screen. Choose which person you would like to access.

10. You'll see a **Switching** loading screen.

Switching to Agent's Account

11. Access Granted.