

Adding a Delegate

What is a Delegate?

Someone who is given authorization to act on another person's behalf.

- 1) Click "**Profile**" to open your profile settings.
- 2) Click "**Profile Settings**" to open your profile settings menu.

There are several ways to access delegate setup on the Profile Options page.

- 3) Select any of the following
 - Request Delegates
 - Request Preferences
 - Expense Delegates

"**Delegates**" displays your authorized user list.

"**Delegate For**" displays the list of users who have set you as their Delegate.

- 4) To add a Delegate, select "**Add**".

You can easily locate any Chapman University employee via the "**Search by**" field.

- 5) Enter the LAST name of the user you wish to set up as a delegate and click "**Add**".
- 6) Set the user's permissions by checking the corresponding boxes.
- 7) When you are done setting the delegate's permissions, click "**Save**".