From the Dashboard...

1. Under **Settings**, click on the link to **Manage Delegations**

2. Click on one of the following links:
   - **Delegate Authority** will start the delegation setup process
   - **View/Revoke Delegations** see current delegations and options (change dates, revoke, etc.)

Delegate Authority

1. After clicking **Manage Delegations**, click on the link to **Delegate Authority**

2. Click **Search** (no need to enter a group description)
   - You will be shown a list of groups to delegate (most only have one)

3. Tick the box next to the group you wish to delegate

4. Set the **Effective Date** and **End Effective Date** (1 week, 1 month, 1 year).
   - You can use the calendar icon (📅) to select dates if you do not wish to type them in

5. **Allow Re-delegation** – Only tick this box if you want your delegate to also have the ability to delegate your group of employees/students to someone else.

6. Click the **Next** button to be taken to the page where you can search for your delegate.
   - Search by First Name, Last Name, or both.
   - Click the **Search** button to start your search.
7. Select the person you wish to delegate to from the Search Results, and click **Select**. The system will confirm the delegation.

![Status Message]

**View/Revoke Delegations**

1. After clicking **Manage Delegations**, click on the link to **View/Revoke Delegations**

2. Delegations in grey are expired or have been revoked. Delegations that can be edited/revoked will have a link to **Revoke** under the **Actions** column.

3. Once you click the link to **Revoke**, you will be given the option to change the end date of the delegation, revoke the delegation immediately, or cancel. Once you have made your selection, click **Confirm** to continue or **Cancel** to cancel.

![Revoke Options]

**Tips & Tricks**

1. If you set up a delegation incorrectly, just go ahead and **Revoke** it using the steps above, and start a new one. It will save you time and steps!

2. You can delegate to more than one person during a time period.

**Questions?**

Ask a Super User!

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