

Managers can delegate their training approval responsibilities to another user. This allows the delegate to approve or deny training requests for some or all of the Manager's direct or indirect reports.

- **Notifications:** Both the Manager and the delegate will receive notifications about training requests.
- **Manager Authority:** The Manager retains approval rights but allows someone else to process approvals on their behalf.

Assign a Delegate

1. From the navigation menu in the top right corner, select My Account.



2. On the My Account Preferences page, click Options and select Share Permissions from the dropdown menu.

Preferences		Options 🔻
	College of Medicine and Public Health	Share Permissions





3. On the Share Permissions Page, click Select Delegates.

Share Permissions			
Please Note: Sharing your permissions with other users will not affect the permissions that you currently have. The users granted access will not have the ability to share these permissions with others.			
Share Your Permissions			
Delegat	tes: _{Select Delegates}		
			Include Subordinates
			Include Subordinates
Direct Subordinat	tes:		Include Subordinates
			Include Subordinates
			Include Subordinates

- 4. In the Select User field, enter the name or details of the person you want to assign as a delegate and click Search.
- 5. Click the Add button next to their name, then select Done.

Select User				
Search is limited to 1000 re	ecords only			
Search				
Last name:	ID:	Manager's last name:		
First name:	User Name:	Q Search		
				(1 result)
Search Results				
ADD NAME	IDENTIFIER	ID	USER NAME	MANAGER
٥				
		Close		

- 6. Check the direct reports for whom you want the delegate to have approval authority.
- 7. Click Add Delegates. The selected user now has approval authority for the direct reports you assigned.

Share Permissions Please Note: Sharing your permissions with other users will not affect the permiss	ions that you currently have. The users granted access will not have the ability to share these permissions with others.	
Share Your Permissions		
Delegates Direct Subordinates	2. Select Delegates	Include Subordinates Include Subordinates Include Subordinates Include Subordinates Include Subordinates Include Subordinates
	4 Add Delegate	5





Edit Permissions:

- 1. Click Edit Permissions 📝 to update approval settings.
 - Modify specific permissions, add/remove direct reports, or include subordinates of your direct reports.
 - Selecting Include Subordinates grants the delegate approval authority for employees reporting to your direct reports.
- 2. Click Save when finished.

Snapshot - Competencies: Allows the delegate to view and assess employee competencies. **Snapshot Main - View:** Grants access to an overview of the employee's performance and training data.

Bio About - View: Enables the delegate to view the employee's profile details.

Approve Training by Manager: Allows the delegate to approve or deny training requests on behalf of the Manager.

Standard permissions		
SELECT	PERMISSION	
>	Snapshot - Competencies	
✓	Snapshot Main - View	
V	Bio About - View	
✓	Approve Training by Manager	
	Assign Training	

Assign Training: Gives the delegate the ability to assign training to employees.

Remove a Delegate:

Click Remove Delegate in to revoke approval authority.



Your delegate can approve training only for the direct and indirect reports you select. New direct reports won't be included automatically, you must grant access manually.



If you would like to temporarily delegate your approval authority to your supervisor while you are out of office, consult the User Guide "Mark Out of Office to Delegate Approval"

