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.
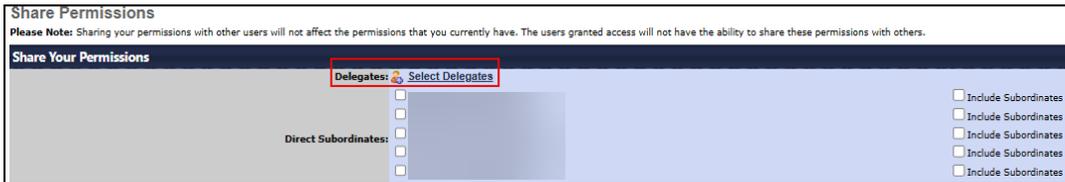
Assign a Delegate

1. From the navigation menu in the top right corner, select My Account.
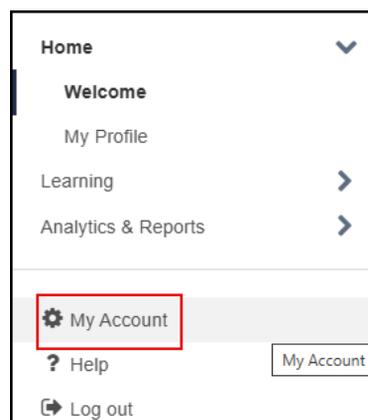
2. On the My Account Preferences page, click Options and select Share Permissions from the dropdown menu.
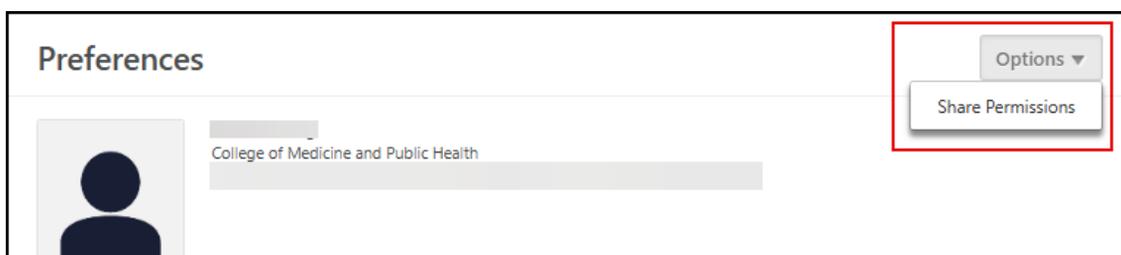
3. On the Share Permissions Page, click Select Delegates.

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.

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.

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

Standard permissions	
SELECT	**PERMISSION**
☑	**Snapshot - Competencies**
☑	**Snapshot Main - View**
☑	**Bio About - View**
☑	**Approve Training by Manager**
☑	**Assign Training**

Remove a Delegate:

   - Click Remove Delegate 🗑 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"