A delegate is a user who is assigned to perform another user’s management tasks. If you have been assigned as a delegate, follow the instructions below to perform tasks as another user.

Open a Delegate Window

1. From the **My Learning** screen, click the **Delegators** link. Click the **user’s name** on whose behalf you are performing tasks.

2. A new window will open, giving you access to that user’s account so you can perform tasks on their behalf. **NOTE:** to access the My Team window, click the My Team pie chart as indicated below.

3. To end the session, click **Close Delegate Window**.

Examples of Tasks

With the **Delegate** window open, you can perform management tasks such as:

- Register the user for Scheduled Offerings
- Access the **My Team** tab and **Assign** learning to the user’s employees

**NOTE:** As a delegate, you cannot open or complete online training on behalf of another user.