Purpose: 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 Home 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.

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 employees for Scheduled Offerings.
- Access the My Team tab and Assign learning to employees.

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