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 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.