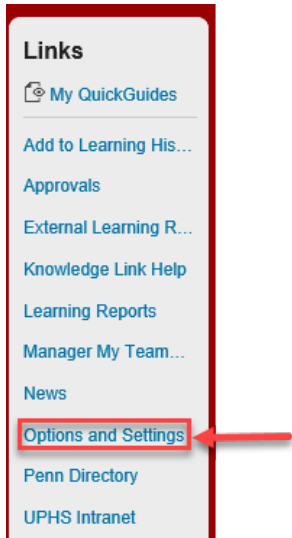




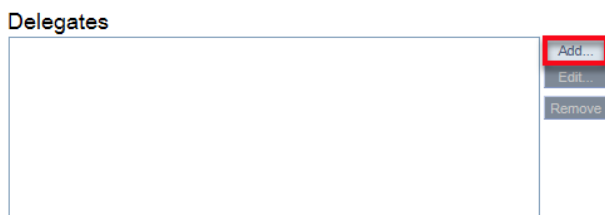
Purpose: A Delegate is a user who you assign to perform some of your management tasks. Follow the instructions below to assign a delegate or remove a delegate.

Assign a Delegate

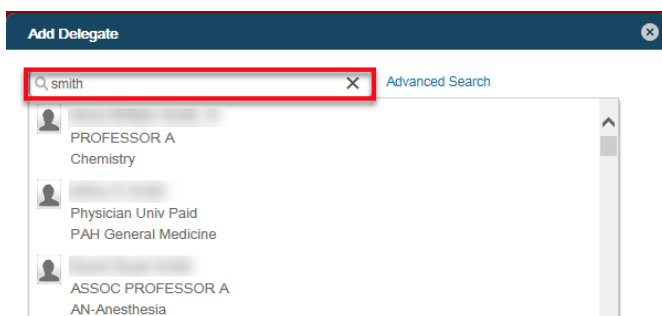
1. From the **My Learning** screen, under **Links** click **Options and Settings**.



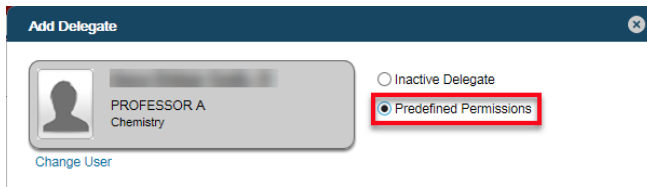
2. Click **Add**.



3. Search for and select the **Delegate's Name**.

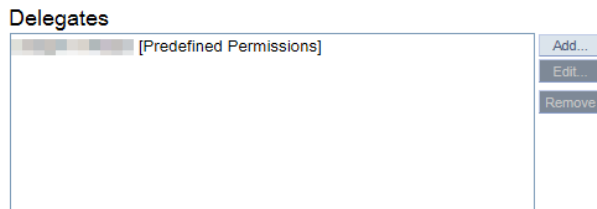


4. Select **Predefined Permissions**.



5. Click **Save**.

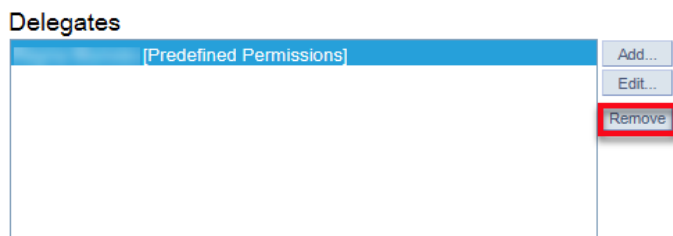
6. The delegate displays in the **Delegates** box.



Remove a Delegate

1. From the **My Learning** screen, click **Options and Settings**.

2. Click the **Delegate's Name** and click **Remove**.



3. Click **OK** to confirm.

