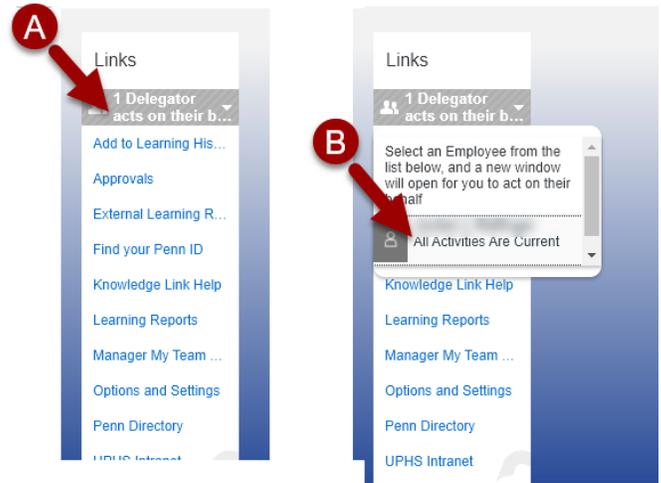




A delegate is a user who is assigned to perform another user's management tasks. If you have been assigned as a delegate, follow the instructions below to perform tasks as another user.

Open a Delegate Window

1. From the **My Learning** screen "Links" tile:
 - A. Click the **Delegate** link.
 - B. Then click the **user's name** on whose behalf you are performing tasks.

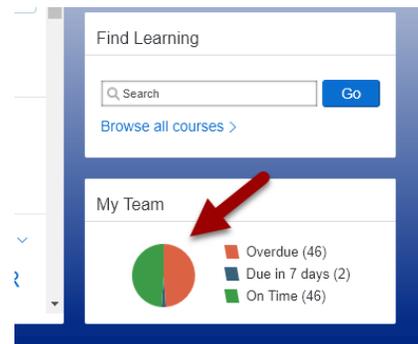


2. A new window will open, giving you access to that user's account so you can perform tasks on their behalf.

NOTE: to access the My Team window, click the My Team pie chart as indicated in the image on the right.

In the My Team window, you can perform management tasks such as:

- Register employees in classes
- Assign learning to employees
- Run compliance reports on employees



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

For help on all manager functions, refer to the [manager/delegate job-aids](#).

3. To end the session, click **Close Delegate Window** in the upper right hand corner.

