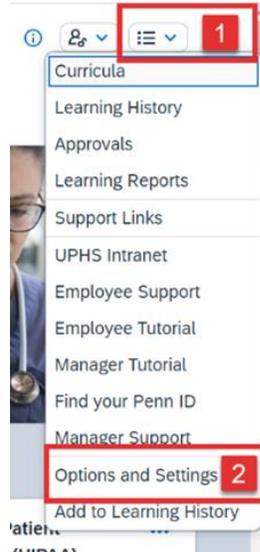




Purpose: A Delegate is a user who you assign to perform some of your management tasks. Follow the instructions below to assign a delegate or remove a delegate.

Assign a Delegate

- 1. From the **My Learning** screen, under Activity Lists
- 2. Click **Options and Settings**.

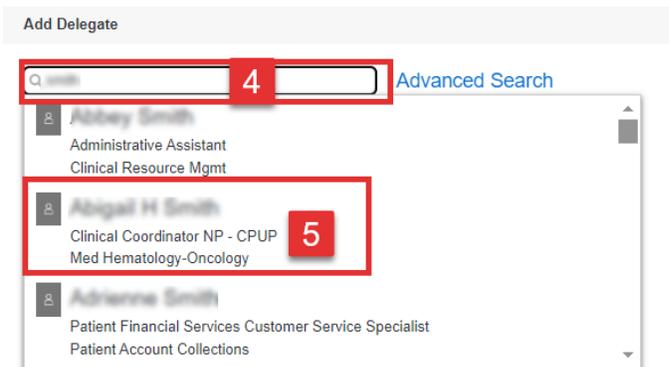


- 3. Click **Add**.



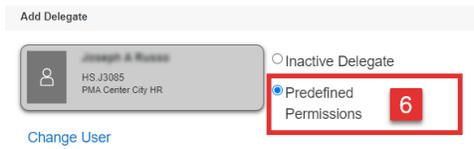
- 4. **Search** for Delegate's Name

- 5. Click on the **Delegate's Name**.



- 6. **Select Predefined Permissions**.

7. Click **Save**.

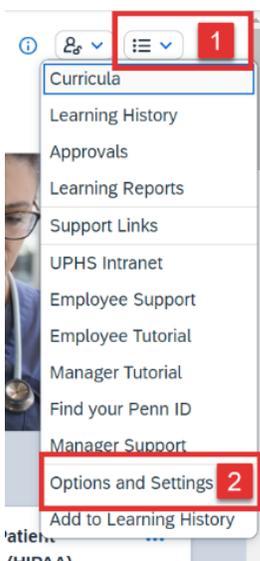


8. The delegate name is displayed in the **Delegates** box.

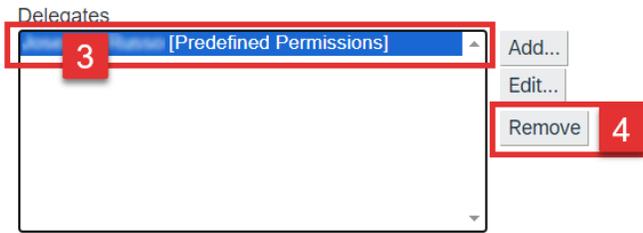


Remove a Delegate

1. From the **My Learning** screen, under Activity Lists
2. Click **Options and Settings**.



3. Click the **Delegate's Name**
4. Click **Remove**.



5. Click **OK** to confirm.

