KN@WLEDGE**LINK**

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.



6. Select Predefined Permissions.

Created by: Penn Medicine Academy

Assigning and Removing a Delegate

7. Click Save.

Add Deleg	ate			
8	HS.J3085 PMA Center City HR	◯ Inactive Delegate		
		Predefined Permissions	6	
Change	User			
			_	
			Cancel Sav	e 7

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

Delegates



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.



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Cancel

