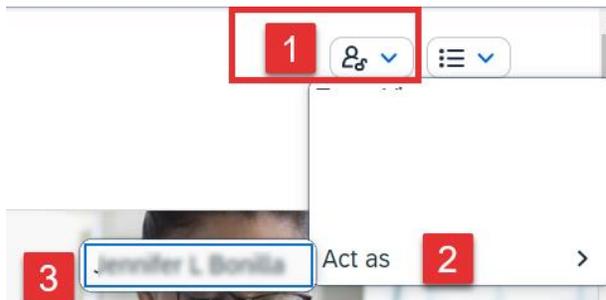




A delegate is a user who is assigned to perform another user's management tasks. If you have been assigned as a delegate, follow the instructions below to perform tasks as another user.

## Open a Delegate Window

1. From the **My Learning** screen, click on ICON 
2. Click the **Act as** link.
3. Then click the **user's name** on whose behalf you are performing tasks.



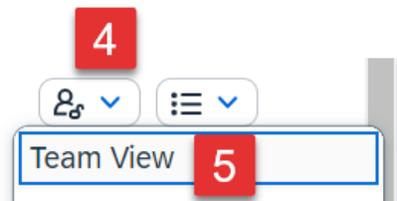
4. Click on ICON. 
5. Click **Team View**.

In the **Team View**, 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](#).



6. To end the session, click **Return to My Learning**.

