How to Set-up PSEE Delegates

- 1. Click the User Profile icon a after your name, at the top right corner
- 2. Click the Delegates tab to expand the view
- 3. Type the delegate's name and select it when it populates
 - a. NOTE: If the user's name doesn't appear, it's likely they do not have an active RACF id (aka KN#)
 - i. Contact the Victoria Wilson (Planning) or Kim Hatcher (Design) to have one established or reactivated
- 4. Once selected, the system automatically adds that person as your delegate and sends them an email notification
 - a. Should you need access to your delegates activities, they will have to add you using these same instructions
- 5. The delegate will now have the *Work As* drop-down box to the right under their name—they will simply select the user's name to gain access to their activities and update on their behalf

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