How to Set-up PSEE Delegates

1. Click the User Profile icon 👤 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