
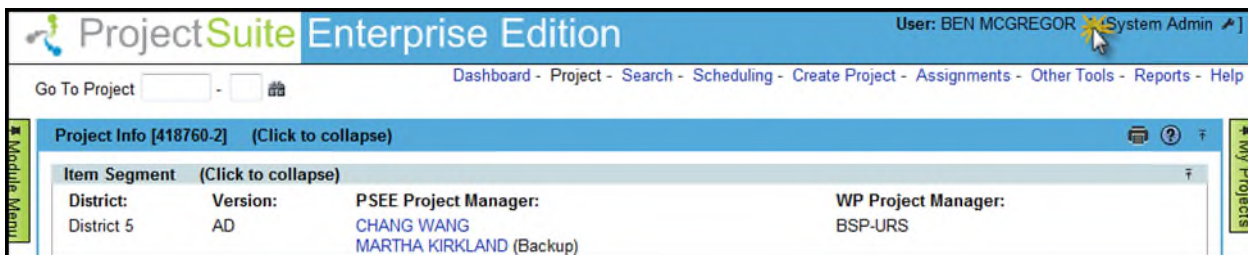


## User Profile – Assigning Delegates

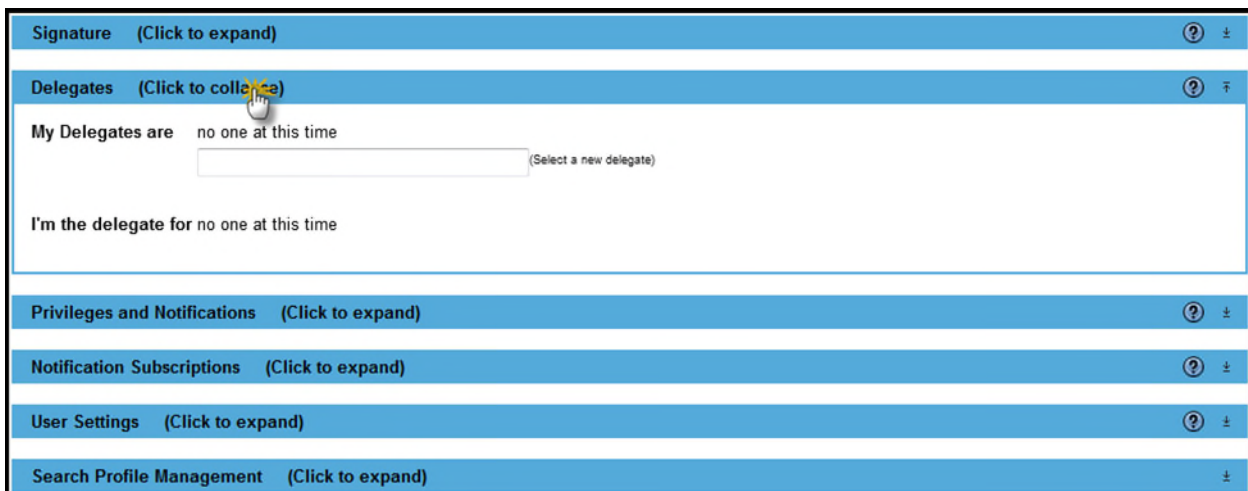
The Delegate function in PSEE allows staff to be assigned to work on behalf of another staff member. When Delegates work within the PSEE application, the Journal records the action taken, but lists the Delegate as doing the action on behalf of the Delegator.

### Adding a Delegate

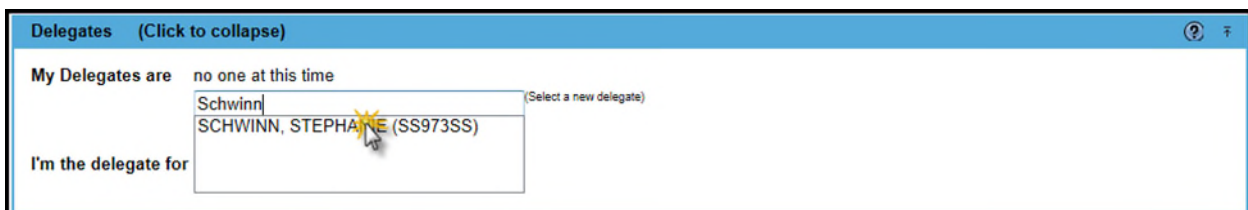
1. Select the **User Profile Icon** (  ) beside the current user in the top right of the screen.



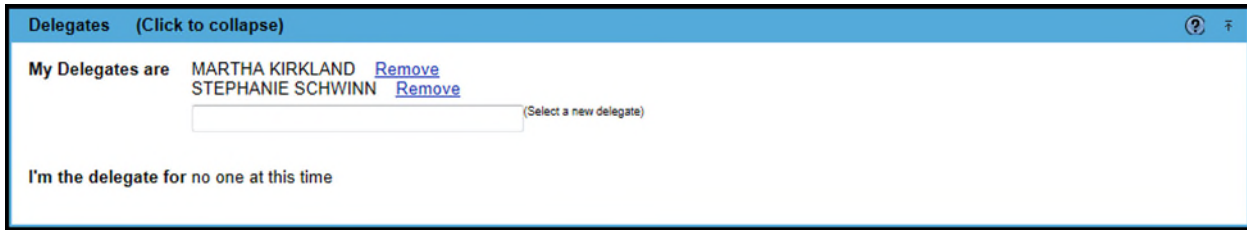
2. From the User Profile page select the **Delegates** header to expand that section.



3. In the text box, type in the first and/or last name of the person to be added as a Delegate. Select the person from the drop down list.



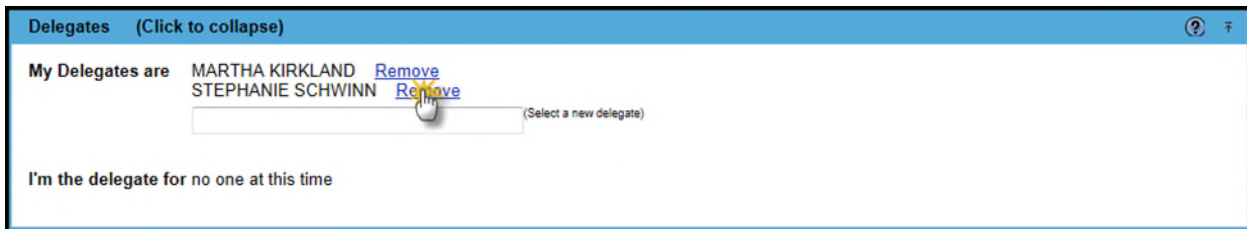
- The person selected has been added as a Delegate. Repeat the process to add as many Delegates as needed.



- The system will generate an email to each delegate.

### Removing A Delegate

- To remove a delegate, select the **Remove** hyperlink beside the delegate’s name.



- The system will generate an email to the removed delegate.

### A few reminders about delegates:

- Any time delegates are added or removed an email is sent to the affected staff member.
- Delegates cannot add/remove other delegates for the person they are a Delegate for.
- District and Statewide Administrator levels of access cannot be delegated.
- Work done by a delegate is documented as being done by the delegate, but as “on behalf of” their delegator.

