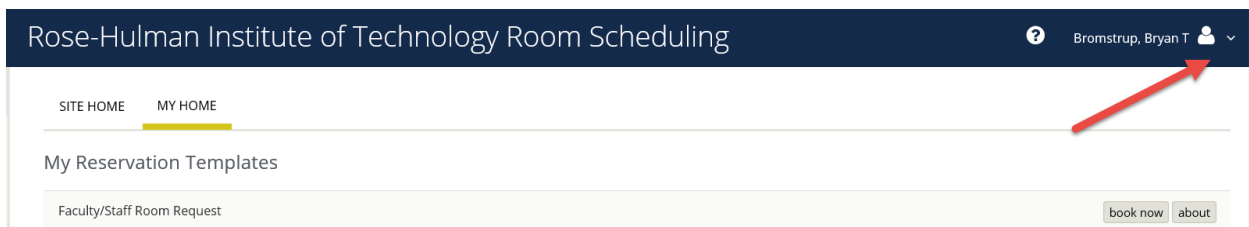


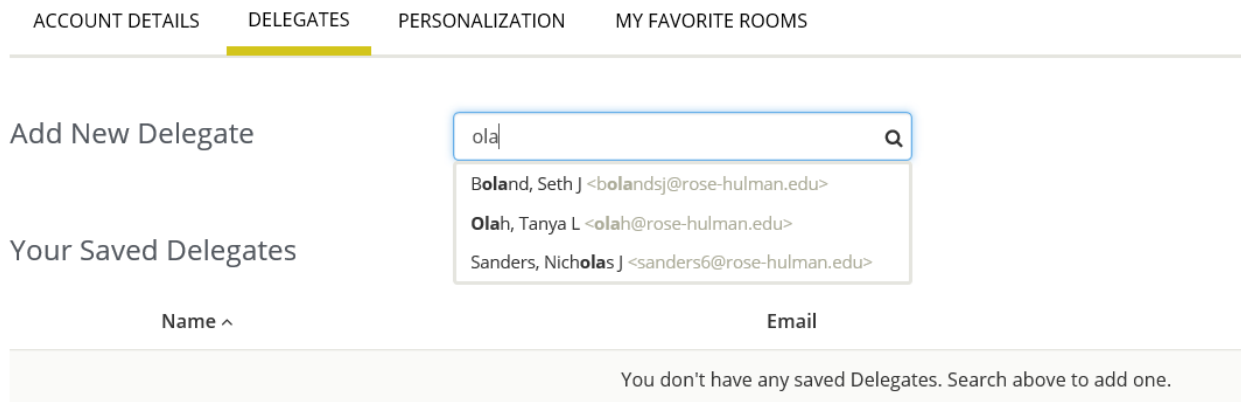
Delegates in EMS

Currently Delegate set up is available to Cabinet, Department Head/Deans, Executive and Senior Administrators. Request for additional delegate permission should be sent to Bryan Bromstrup for review and approval.

You may choose to set up a delegate to request or book space on your behalf. To setup a delegate, use the drop down arrow next to your name in the upper right corner of the main EMS screen.

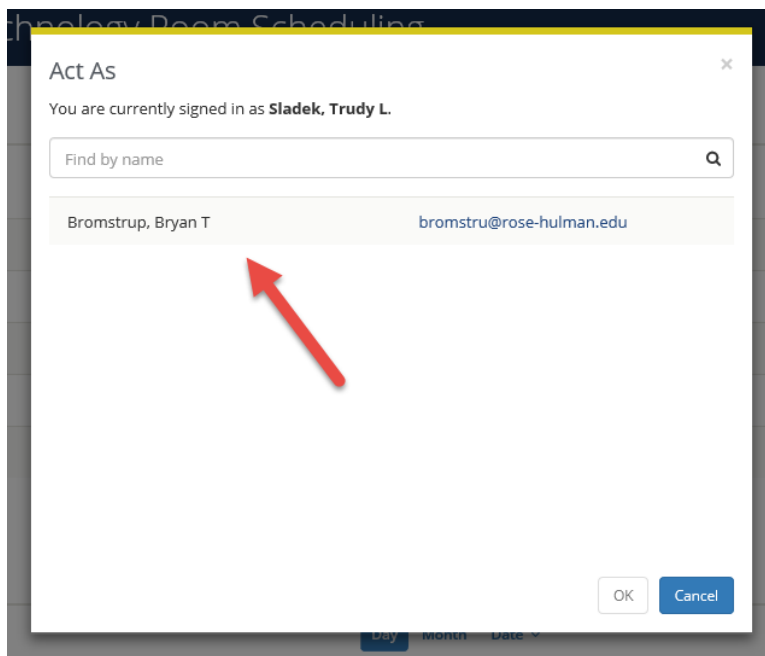
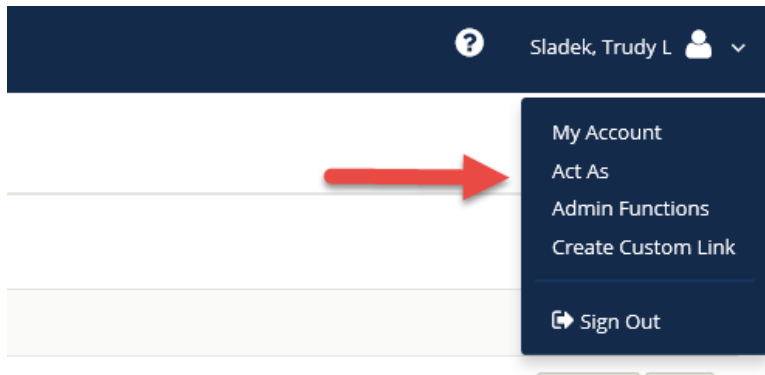


Once on the My Account page choose the “Delegates” Tab and search for a delegate by name in the search box.



Select the delegate. This individual will now be able to request space acting as you. To remove a delegate, click on the “x” to the left of their name.

To act as a delegate for someone, choose the down arrow next to your name in the upper right corner and select “Act As”. Choose the individual for whom you are scheduling, select “OK”.



To switch back to your account, go to the down arrow in the upper right corner, select “Act As” and choose your own name in the sentence “You are currently acting as...” choose your name. The upper right corner should then reflect your name.