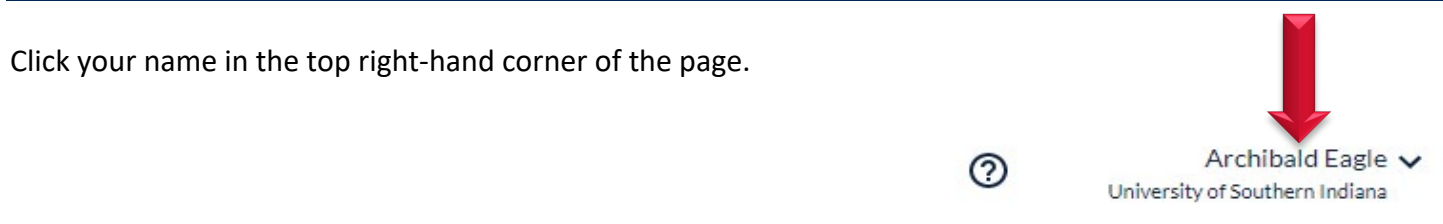


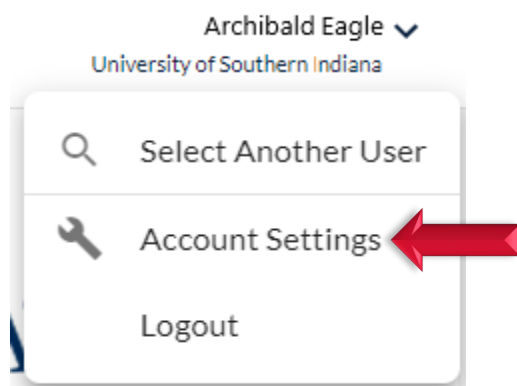
## Adding or Removing a Delegate

### Adding a Delegate to Your Profile

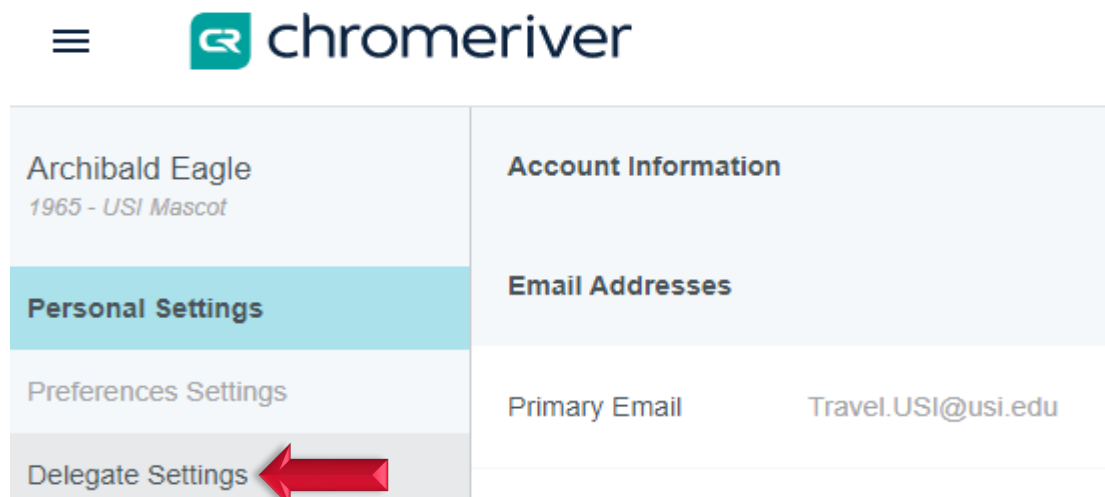
Click your name in the top right-hand corner of the page.



A drop-down menu will open. Select **Account Settings**.



On the new page that opens, click **Delegate Settings** from the menu on the left.



Under **My Delegates**, click **Add New Delegates**.

Archibald Eagle  
1965 - USI Mascot

Personal Settings

Preferences Settings

**Delegate Settings**

**My Delegates**

A "Delegate" is someone who has full access to your account.

**+ Add New Delegates**

A drop-down menu will appear. Find and select your delegate. You may type in their first or last name.

My Delegates

A "Delegate" is someone who has full access to your account.

**A. Jean Hunt**  
Instr in Nursing

**Aaron Adkins**  
Advisor & Coord, FYE/Car Cnslg

**Aaron Morrison**  
Academic Coord

**Aaron Pryor**  
Academic Counselor

Cancel

Once you have located the delegate, select their name, which will then appear under **My Delegates**.

- *Tip:* You may add as many delegates as you would like.

**My Delegates**

A "Delegate" is someone who has full access to your account.

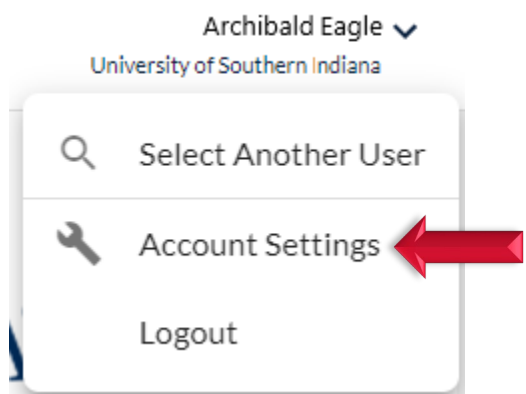
**X Patricia Tieken**  
Travel Buyer

## Removing a Delegate from Your Profile

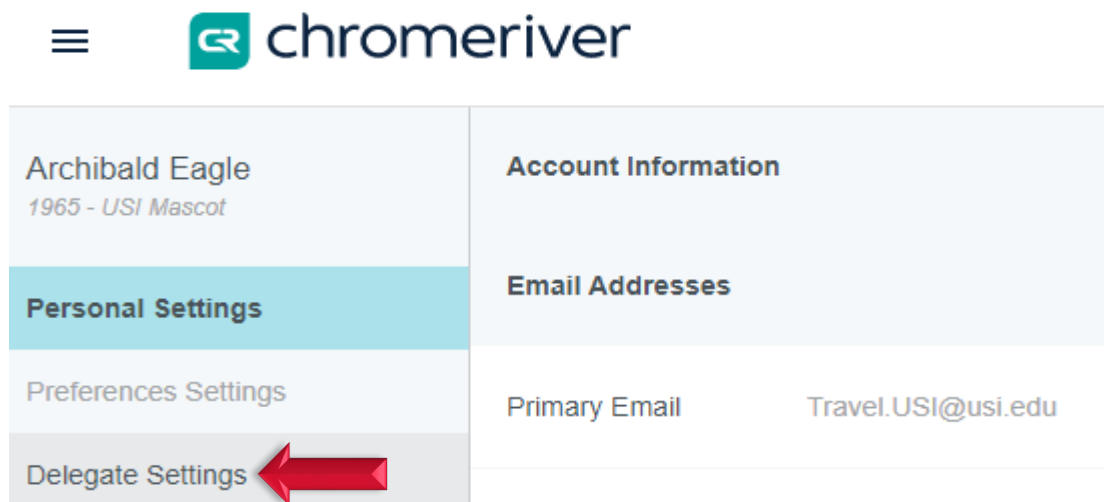
Click your name in the top right-hand corner of the page.



A drop-down menu will open. Select **Account Settings**.



On the new page that opens, click **Delegate Settings** from the menu on the left.



Under **My Delegates**, find the delegate you want to remove. Click the **x** to the left of their name, and that person will be removed from your delegate list.

## My Delegates

*A "Delegate" is someone who has full access to your account.*

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		<b>Tieken</b> Travel Buyer
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