



Sam Houston State University

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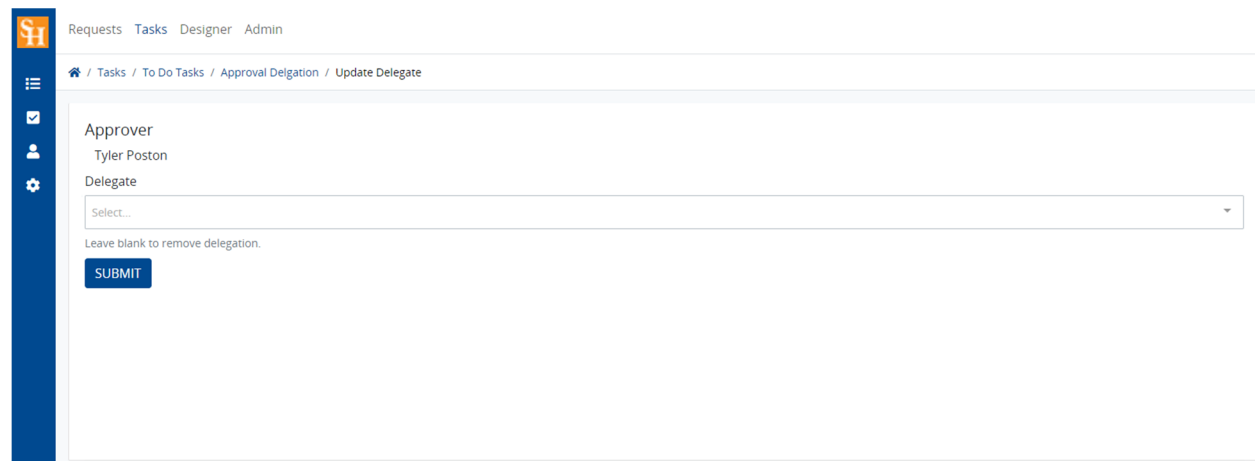
OFFICE OF THE REGISTRAR

How to Set a Delegate

Assigning a delegate is done by beginning a new Request and selecting Approval Delegation from the list of available options.



Once the approval delegation request has started, a page like the screenshot below will be displayed.



At this point, a delegate can be set by searching for and selecting a user from the options provided.



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Requests Tasks Designer Admin

Tasks / To Do Tasks / Approval Delegation / Update Delegate

Approver
Tyler Poston

Delegate

deja

Deja Comeaux Long

SUBMIT

After choosing a delegate, clicking the Submit button will process the request to delegate requested tasks to the delegate.

To change a delegate to another user or to remove delegation, the same steps must be followed to begin a new request. Then, a new user can be selected, or the user removed to end the delegation.