Cayuse424: How to Assign a Delegate

Sometimes, faculty members are unavailable. Delegates can be assigned to act in their stead. Delegates can see and edit proposals the faculty member can see or edit and will get the same notifications as the faculty member does, both email and in the system. This includes the ability to route the application.

**To assign a delegate, follow these steps:**

1. Go to your Profile through the People tab

![Image showing the People tab with a search result for Popham, Ashley and options to click on Routing Profile.]

2. Click on Routing Profile
3. Another window will open. Click on the green (+) to add a Delegate. You will be able to search for that person whom you want to add by typing in their last name and clicking Search.

4. That person will appear in the Search Results box. Select that person’s name and click Add Delegates. That person is then added to your Delegate list.

5. You can then close the window or repeat steps 3-4 to add additional delegates.
6. To delete a delegate (which should be completed once that person assigned as your delegate has left your department or UTHealth), simply click on the red (x) and they will no longer be listed as your delegate. Then click close.