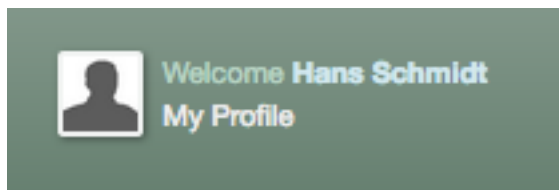


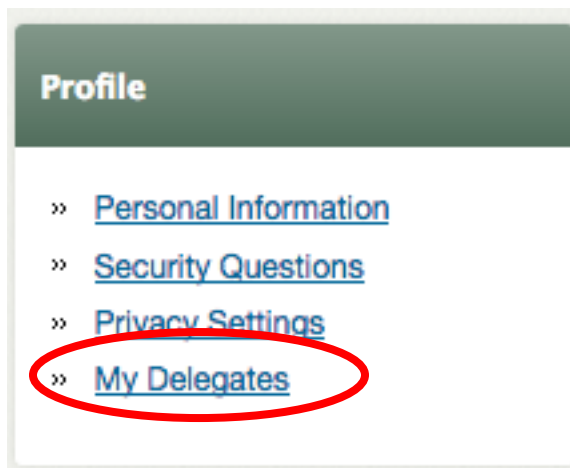
## Adding Delegates in Common Credentialing Quick Guide

This guide will walk you through how to add people as Delegates for you in the [Common Credentialing System](#). This section allows you to assign other users access privileges to **your** account permissions. This powerful feature should be used very carefully because when you assign someone privileges to your account, they will be able to do **everything in this system** that you are able to do.

To proceed with this, make sure you are logged into the Common Credentialing system and Click on “My Profile” in the top right hand section of the screen.





Then click “My Delegates” on the left hand sidebar.



Once you are on the “My Delegates” screen, please note the message in the yellow box (this is important information and is also included in the opening paragraph of this document).

## My Delegated Users

 This section allows you to assign other users access privileges to **your** account permissions. This powerful feature should be used very carefully because when you assign someone privileges to your account, they will be able to do **everything in this system** that you are able to do using their own account. 

	User	Start	Finish
<input type="checkbox"/>	Christian Leonard	2014-09-19	2015-12-31
<input type="checkbox"/>	Kenneth Holmes	2016-07-01	2017-07-01

Back

Delete

Add

If you have Delegates already, they may have been added by you or by an administrator in the past.

To add a Delegate, click “Add” and a box will open with options to fill out. To specify the person, begin typing the name of the person in the “User” field.

## Add Delegate

User:

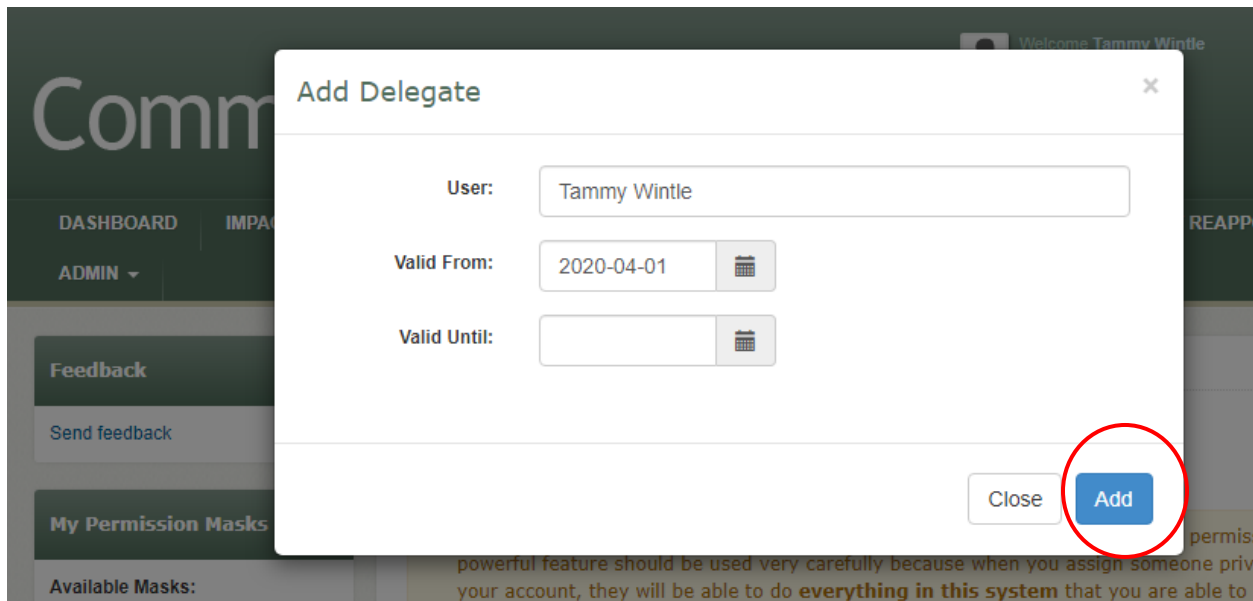
smith |

Valid From:

Valid Until:

Smith Craig  
Wyatt Smith  
Smith Green  
Ollie Smith  
Zack Smith  
Loyd Smith  
Simon Smith  
Smith Martin  
Nathan Smith

This will automatically begin a search for the person. When you find the name on the list, click on it to select them. You must also add a “Valid From” date which is when the delegated permissions will begin. The “Valid To” date is not mandatory.



The screenshot shows a web application interface with a dark sidebar on the left containing navigation items like 'DASHBOARD', 'ADMIN', 'Feedback', and 'My Permission Masks'. A modal dialog box titled 'Add Delegate' is open in the center. The dialog has a title bar with a close button (X). Inside the dialog, there are three rows of input fields: 'User' with the text 'Tammy Wintle', 'Valid From' with the date '2020-04-01' and a calendar icon, and 'Valid Until' which is empty and has a calendar icon. At the bottom right of the dialog, there are two buttons: 'Close' and 'Add'. The 'Add' button is highlighted with a red circle.

Once this is completed click “Add” to save. This delegation should now appear on your “My Delegated Users” list.

You can “Delete” Delegates or edit them by setting an end date for when the privileges end.

To delete them, click the check box to the left of their name and click “Delete”. You will be taken to a confirmation page and you will have to click “Delete” again.

To edit a delegation, click on the person’s name and it will open up the box where you can change the date(s). When the date(s) have been updated, click “Update” to save the changes.