## 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.
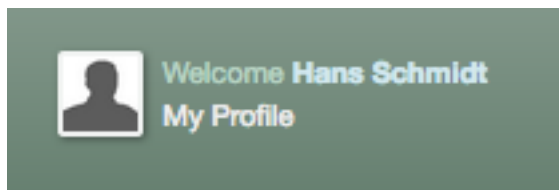
Then click "My Delegates" on the left hand sidebar.
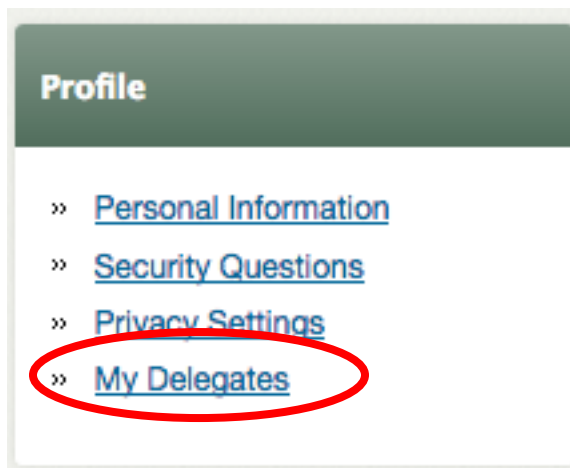
Once you are on the "My Delegates" screen, please note the message in the yellow box (this is important information and is also included in the opening paragraph of this document).

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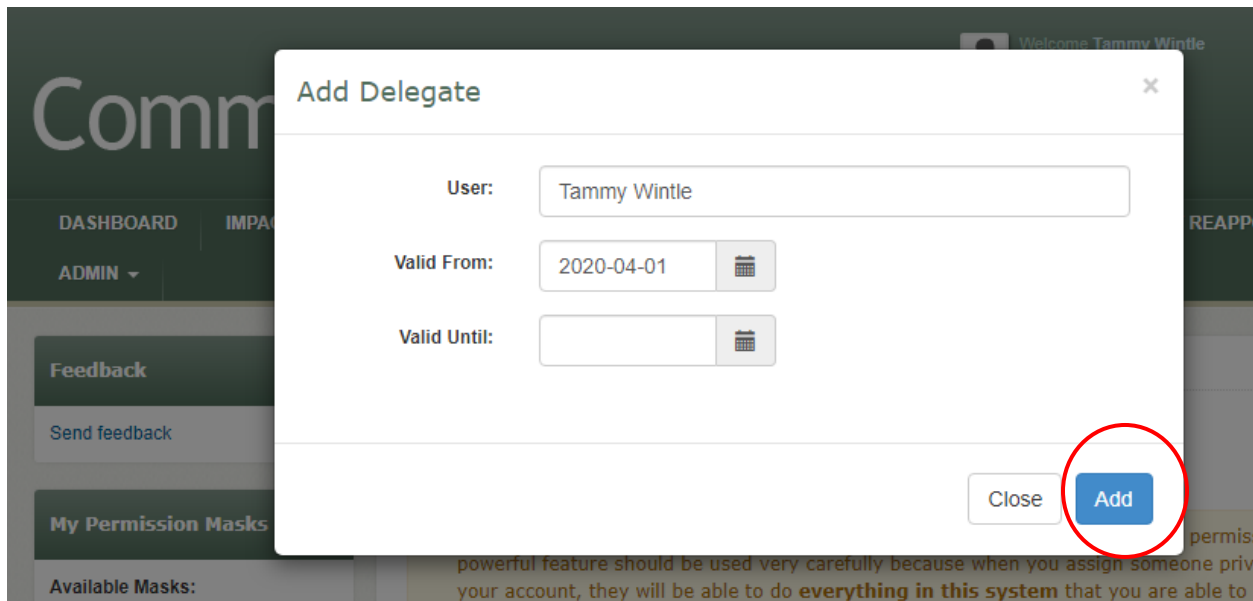
This will automatically begin a search for the person. When you find the name on the list, click on it to select them. You must also add a "Valid From" date which is when the delegated permissions will begin. The "Valid To" date is not mandatory.

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.