

## Manage Delegates:

Faculty can grant a delegate (or delegates) editing rights to their profile under Account Settings. Once a staff member has delegate access, they will be able to log in (using their own credentials) and “impersonate” faculty to manage and edit faculty records.

The screenshot shows the Elements user interface. At the top, there is a dark blue header with a white hamburger menu icon (highlighted with a red box) and the 'Elements' logo. Below the header is a light gray navigation bar with a close icon (X) and four menu items: 'My Profile' (highlighted with a red box), 'Open Access', 'Reporting', and 'System Admin'. The main content area is divided into three columns: 'My Work', 'About Me', and 'Settings'. Under 'Settings', the 'Manage Delegates' option is highlighted with a red box. Below this is a section titled 'Manage Delegates' with a sub-section 'Add delegate'. A light blue instruction box states: 'Type the surname of your delegate and a drop-down list will appear. Choose your delegate then click on the 'Add delegate' button to complete the process.' Below the instruction is a label 'Name (surname first):' (highlighted with a red box) and an empty text input field. At the bottom, the text 'Delegates' is visible.