

VNDLY Training

Managing Delegates

Role: Supplier

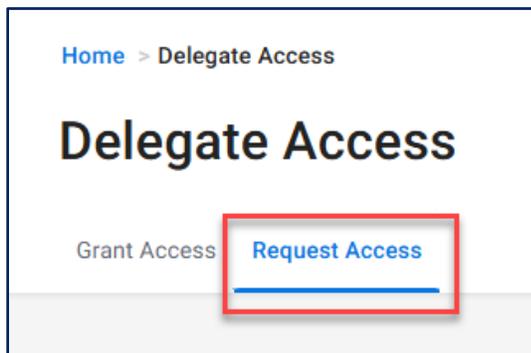
This quick reference guide will provide the steps necessary to request access to manage other users' Workday VNDLY accounts on their behalf. This access can be helpful if they are unable to log in and complete tasks.

Included in this guide:

- Request Delegate Access
- Grant Delegate Access Without a Request
- Accept a Delegate Request for Access
- Switching between
- Delegated Profiles

Request Delegate Access

1. Navigate to your profile within the upper right-hand corner of the screen.
2. Select **Delegate Access** from the drop-down menu.
3. Select the **Request Access** tab and select **+ New Request**.



4. Locate the user that you would like to request access from using the search bar or filters. Click to highlight their account name. Select **Send Access Request** and input an access expiration date or select radio button for no expiration date to be defined.
5. If you select a specific date, you will not be able to access the user's account after the date you entered.
6. If you select **No Expired Date**, you can access their account if they remain a user in the system.

Note: The request changes to the Requested status and the user is notified of your request. The user must accept your request for you to delegate into their account.

Accept a Delegate Request for Access

1. Navigate to your name/avatar.
2. Select **Delegate Access** from the pull-down menu.
3. On the Grant Access tab, select **Accept**.

Grant Delegate Access Without a Request

You can grant access to other users to manage your Workday VNDLY account on your behalf. This access is useful if you are unable to log in and complete tasks.

1. Navigate to your name/avatar.
2. Select **Delegate Access** from the pull-down menu.
3. On the Grant Access tab, select **+Add New Delegate**.
7. Locate your profile and grant access by selecting **Add**.
8. Select a date for access to expire or select the radio button next to No Expired Date.
4. If you select a specific date, the user will not be able to access the user's account after the date you entered.
5. If you select **No Expired Date**, the user can access their account if you remain a user in the system.
6. The user now has access to your account.