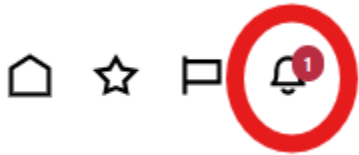# Delegate Access for Approvals

1. Go to your **notifications** (the Bell – Top right corner)
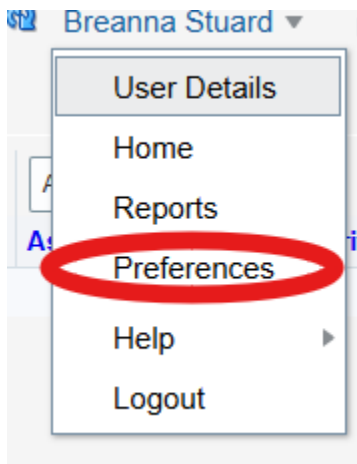

2. Choose **Show All**

3. Choose **Worklist**

4. A new window should open where you will see a **drop-down option next to your name**. Choose **Preferences**.

5. Click **Enable Vacation & period**
6. Choose a **Start Date & End Date**
7. Select **Delegate**– Do not use Reassign to

8. Click **Save**