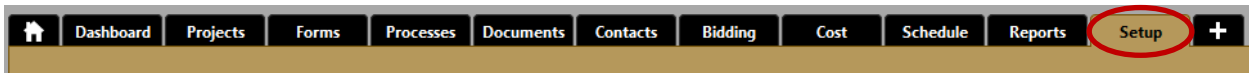


Using Access Delegation

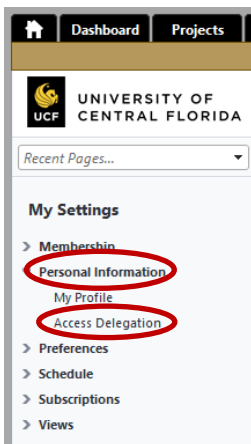
When you are away from the office for an extended period, you can delegate your e-Builder role to a trusted colleague who can take action and perform eB functions in your name with Access Delegation. Always confer with colleagues before granting access and be sure that the other person understands what you expect from them when acting in your name.

To grant someone access to your eB account with Access Delegation:

- 1) In e-Builder, click on Setup at the top of the page.



- 2) On the left side of the Setup page, click on Personal Information to expand the submenu, then click on Access Delegation.



- 3) Fill out the fields on the bottom half of the Access Delegation page. First select the user to whom you want to grant access.

The 'Access Delegation' form includes a 'Filter Delegations' section with fields for User, Status, Start Date, and End Date. Below is a table with columns: Action, Current Status, Access Type, User, Start Date, End Date, and Notes. The table shows 'No outstanding delegations.' The 'Grant Access' section has a 'Select User' dropdown (circled in red) with 'Please select...' selected, an 'Enter username' field, and 'Access Duration' fields for Start Date & Time and End Date & Time. There is also a 'Notes' text area and 'Check Spelling', 'Grant', and 'Clear' buttons at the bottom.

- Choose the duration that the other user has access to your account. Enter start and end dates and times.

The screenshot shows the 'Grant Access' form. The 'Access Duration' section is highlighted with a red circle. It includes fields for 'Start Date & Time' (09.11.2019, 10:30am) and 'End Date & Time'. The 'Notes' field is empty. Buttons for 'Check Spelling', 'Grant', and 'Clear' are visible at the top and bottom right.

- Enter a note explaining why you are delegating access such as annual leave, sick leave, etc.

The screenshot shows the 'Grant Access' form. The 'Notes' field is highlighted with a red oval. The 'Access Duration' section is now filled with the date and time from the previous step. Buttons for 'Check Spelling', 'Grant', and 'Clear' are visible at the top and bottom right.

- When finished, click the Grant button.

The screenshot shows the 'Grant Access' form. The 'Grant' button is highlighted with a red circle. The 'Notes' field is still empty. Buttons for 'Check Spelling', 'Grant', and 'Clear' are visible at the top and bottom right.

To request access to another user's eB account with Access Delegation:

- On the Access Delegation screen, click Request Access.

The screenshot shows the 'Request Access' form. The 'Request Access' radio button is highlighted with a red circle. The 'Access Duration' section is filled with the date and time from the previous step. Buttons for 'Check Spelling', 'Grant', and 'Clear' are visible at the top and bottom right.

- 2) Select the user from whom you want to request access. Pick their name from the list and click on the right arrow button to move their name into the Selected box.

The screenshot shows the 'Request Access' form. At the top, there are radio buttons for 'Grant Access' and 'Request Access', with 'Request Access' selected. To the right are buttons for 'Check Spelling', 'Request', and 'Clear'. The 'Select User' section has a 'Filter Users by Role' dropdown set to 'All Roles'. Below it are two lists: 'Users' and 'Selected'. The 'Users' list contains names: Aaron Timms, Abdul Benwali, Ada Heller, Adam Glover, Adam Levine, Adam Wells, Adrian Baus, Adrienne Demetry, Al Dies, and Al Ramirez. A red oval highlights the 'Users' list and the right arrow button between the lists. The 'Access Duration' section has 'Start Date & Time' set to 09.11.2019 10:30am and an empty 'End Date & Time' field. A 'Notes' text area is at the bottom.

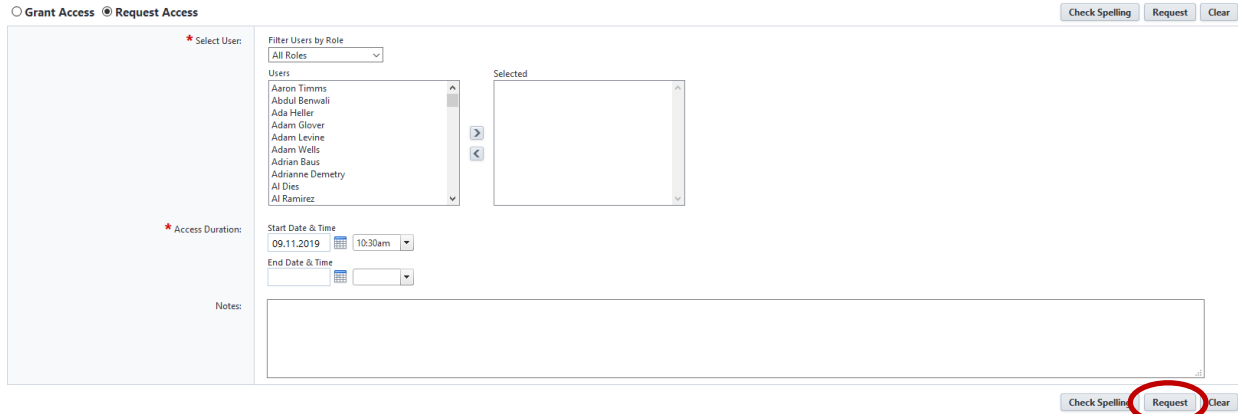
- 3) Choose the duration that you want access to the other user's account. Enter start and end dates and times.

This screenshot is similar to the previous one, but the red oval now highlights the 'Access Duration' section. The 'Start Date & Time' is 09.11.2019 10:30am and the 'End Date & Time' field is empty. The 'Notes' field remains empty.

- 4) Enter a note explaining why you want access.

This screenshot shows the 'Request Access' form with the 'Notes' text area circled in red. The 'Notes' field is currently empty. The 'Access Duration' section remains the same as in the previous screenshot.

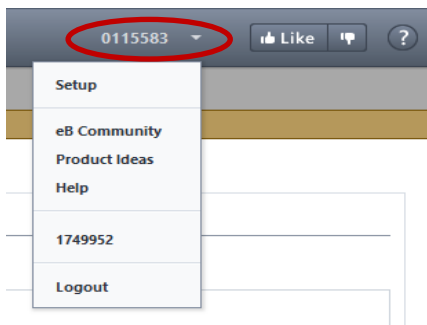
- 5) When finished, click the Request button.



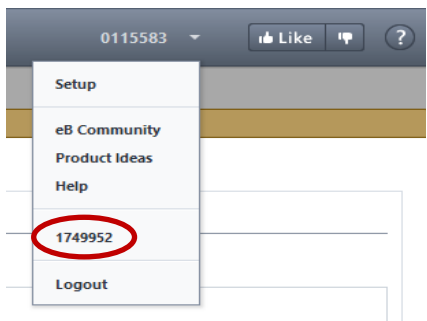
6) The other user will need to go to their own Access Delegation screen and accept the request.

To use someone else’s eB account once you have been granted access:

- 1) Switch to the other person’s account. Log into eB as yourself as you normally would. Look for your username at the top right of the screen. A UCF employee’s username is their employee ID number. Hover your cursor over your username.



2) Look for the other user’s username in the dropdown menu. Click on the username.



- 3) You are now acting as the other user. Note their username is now the active username in the upper right. Any actions you take will be recorded in their name, not yours. Please act responsibly when using another user’s account.
- 7) Switch back to your own account by hovering over the username again and clicking on your own username from the dropdown menu.