

OVERVIEW

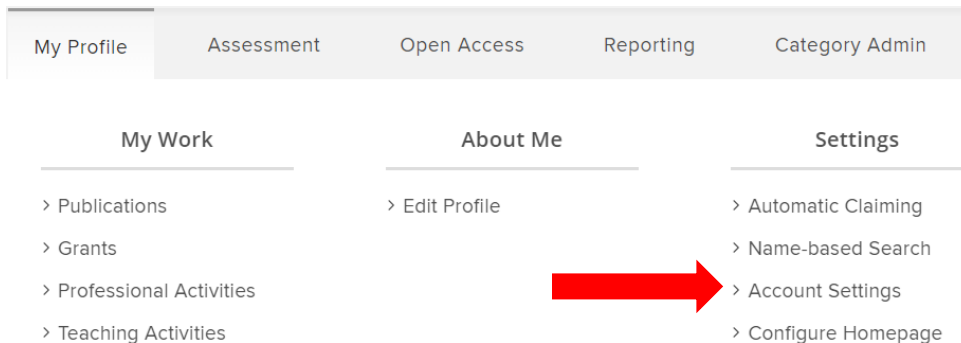
In Elements, you can assign a delegate to edit your profile and update your activities. The delegate will need their own LSU Elements account. If the delegate is an admin user in your department and does not currently have an account, you will need to email elements@lsu.edu to request an account.

ASSIGNING A DELEGATE

- While logged into your LSU Elements account, click on the hamburger menu in the top left corner of the home page.



- While on the My Profile tab, select **Account Settings** under the Settings menu.



- Navigate to the **Manage Delegates** section.

Manage Delegates

Add delegate


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.

Name (surname first):

Delegates

You have no delegates.

- Type the last name, first name in the **Name** text box and select the name of the delegate from the drop-down menu.

Name (surname first): 

- Click **Add delegate**.

Name (surname first):

- Once the delegate is successfully added, their name should appear under **Delegates**.


Manage Delegates

Add delegate

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Choose your delegate then click on the 'Add delegate' button to complete the process.

Name (surname first):

Delegates

CASSIDY, Jane W (jcassid) 

- To remove a delegate, click the  button next to the delegate's name.