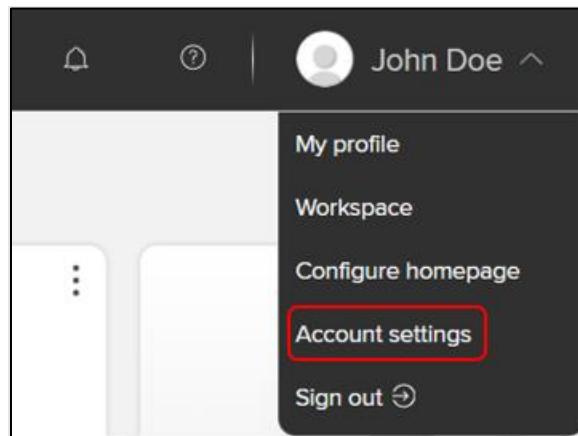


#7 - Purdue Elements: Managing Delegates

Users can grant a delegate or multiple delegates editing rights to their account to help manage their content. Access to Purdue Elements is limited to the following employee groups within the areas that will be using the system.

Employee Class	Employee Class Code
Executive	A
M/P Professional	H
Professional	I
Faculty	B
Support	J
M/P Management	F
Clinical/Research	C
Continuing Lecturer (School of Management ONLY - 4015)	D

To manage delegates, the user should click, on the Homepage, on the dropdown menu in the upper right corner next to the user’s name and select “Account settings.”



Account settings page will open.

- In the “Delegates” section, enter the delegate’s first or last name (when the user starts typing, a list of suggestions will appear).
- Click on the “Update Delegates” button.
- The delegate’s name will appear below the search box.

Account settings

Delegates

Add delegates

Start typing a name to get a list of suggestions. Choose your delegate from the list. Don't forget to save your changes with the UPDATE DELEGATES button.

You have no delegates.

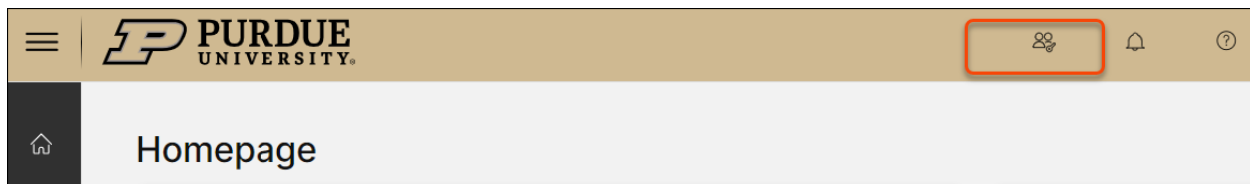
UPDATE DELEGATES

To remove a delegate, the user should click on the trashcan icon next to the delegate's name.

Delegates

Delegates will log in to Purdue Elements using their own credentials.

- Select the impersonate icon located at the top right of the home page.



- Enter the user's name and click on "Set filters".
- Select user from the list of possible matches.
- Make edits to the user profile as needed.

Impersonate another user

Filter results

Last name starts with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name contains:

✕

Member of group:

Purdue University ▾

Include non-current users:

[Reset](#)

[Set filters](#)