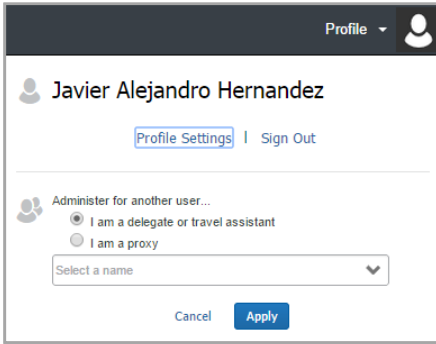
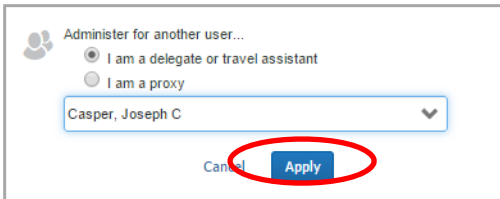
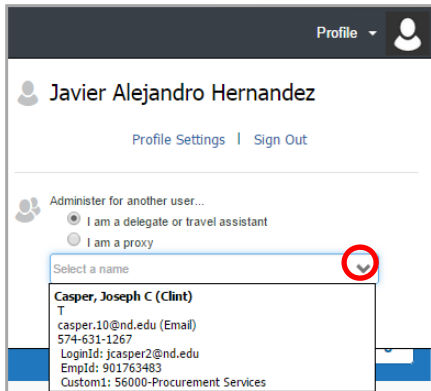


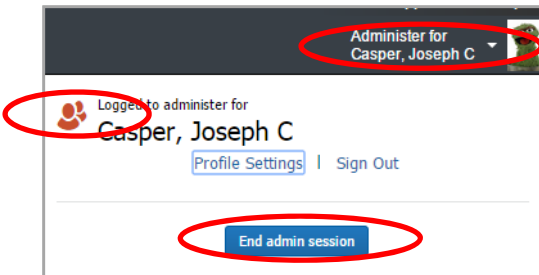
1. To administer for another user as an **Expense Delegate** or **Travel Arranger**, click on your **Profile**.



2. If you are an Expense Delegate and have 10 or less users, click on the drop-down arrow, and select the appropriate individual. If you have more than 10, enter the first few letters of the user's name, and select from the search results. Click **Apply**.



3. Your profile menu will now become **Administer for <name>**, and the single user icon becomes a double user icon.



4. To return to your own session, click on **End admin session** under the profile.

## Questions?

Procurement Services Help Desk

(574) 631-4289

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