Administering for Another User

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
travel@nd.edu