Act as a Delegate in Concur

Acting as a delegate is the same as being a cardholder’s liaison in Works. To act on behalf of another user they must assign you certain permissions in their profile settings (see “how to add a delegate” for instructions).

1. Log in to concur.app.clemson.edu

2. On the home page click profile, then act on behalf of another user:
3. Search the employees name and click start session:

4. Once you have started a session, you will see the employee’s name in green in the profile section:
5. When you are finished acting as another user, click their name in the green section and click done acting for others: