

Act as a Delegate in Concur

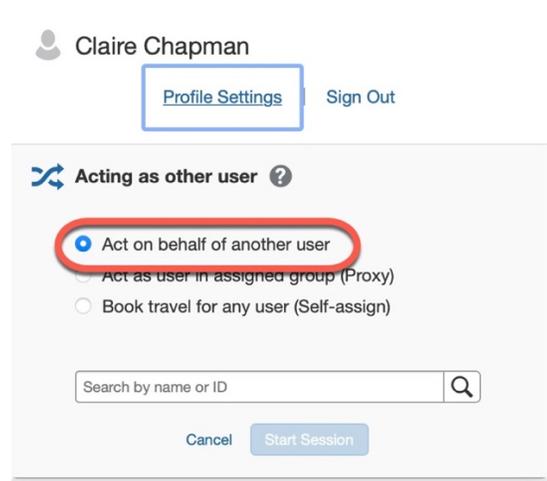
Acting as a delegate is the same as being a cardholder's liaison in Works. To act on behalf of another user they must assign you certain permissions in their profile settings (see "how to add a delegate" for instructions).

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



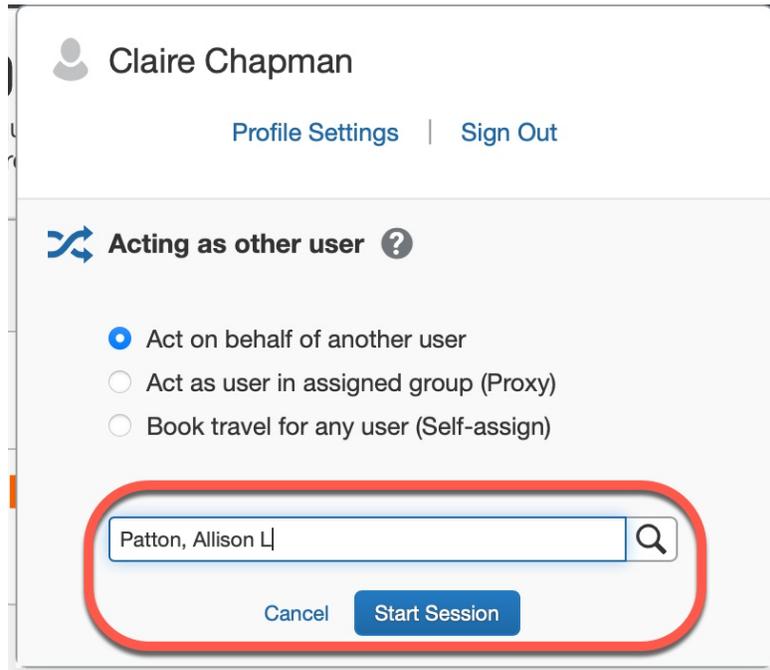
A screenshot of a web browser showing the login page for idp.clemson.edu. The page features the Clemson University logo at the top. Below the logo, there are input fields for 'Username' (containing 'cchapm8') and 'Password' (masked with dots). A 'Forgot password?' link is visible below the password field. A blue 'Login' button is positioned below the password field. At the bottom of the form, there is a link for 'Need help? Visit the CCIT Support Center, email ITHELP@clemson.edu or call (864) 656-3494.' and a 'Password Help' link.

2. On the home page click profile, then act on behalf of another user:

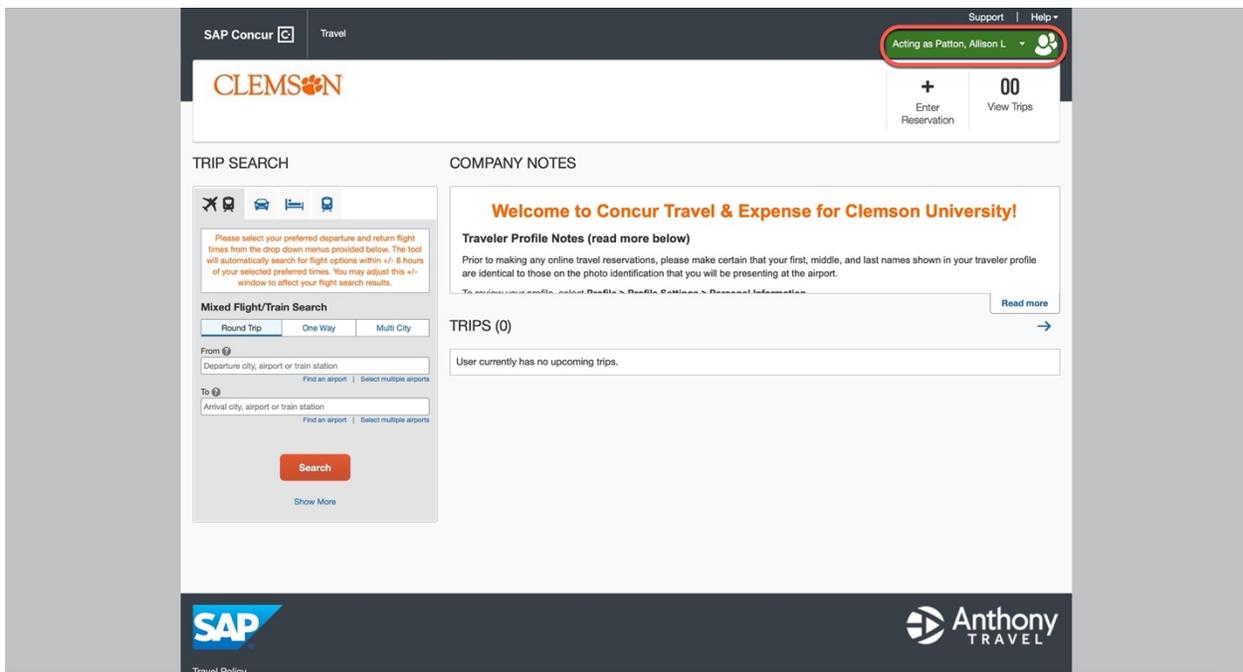


A screenshot of a user profile settings menu. The user's name 'Claire Chapman' is displayed at the top. Below the name, there are two links: 'Profile Settings' (highlighted with a blue box) and 'Sign Out'. Below these links, there is a section titled 'Acting as other user' with a question mark icon. Under this section, there are three radio button options: 'Act on behalf of another user' (which is selected and circled in red), 'Act as user in assigned group (Proxy)', and 'Book travel for any user (Self-assign)'. Below the radio buttons is a search input field labeled 'Search by name or ID' with a magnifying glass icon. At the bottom of the menu, there are two buttons: 'Cancel' and 'Start Session'.

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:

Support | Help

Acting as Patton, Allison L

Currently acting as Patton, Allison L

[Profile Settings](#) | Sign Out

Acting as other user ?

- Act on behalf of another user
- Act as user in assigned group (Proxy)
- Book travel for any user (Self-assign)

Search by name or ID

Cancel Start Session

Done acting for others