1. Log into MyAccess with your WVU Login account. (For help, visit Login.wvu.edu or contact the IT Service Desk at 304-293-4444 or toll free at 1-877-327-9260.)

2. Select the MyTime tab. Click Manage Designee (Manage Designee).

3. Guidelines about your responsibilities will appear. To continue, click OK.

4. Depending on your situation at the university, you may be both a supervisor and a designee to another supervisor. Click Supervisor to appoint someone as your designee in MyTime.

5. Click Select New Designee.

6. Click the Select Designee arrow for a list of available designees or type a last name.

7. Click the employee’s name to select that individual.

8. Click Type to select a designee type.

9. Select a date when the designee appointment will begin by either clicking the Calendar (●) or typing the date in the Start Date field. If necessary, specify a date when the designee appointment will end.

10. Click Create Designee (●) to submit your selection.

11. A disclaimer about your responsibilities will appear. Click I Agree if you agree.

12. When a verification message appears, click OK to return to the Designee Management screen.
   a. The employee you selected will appear in your list of current designees as a pending assignment.
   b. You can change the dates of this appointment and click Update to revise it.
   c. Add a secondary or tertiary designee by clicking Select New Designee and repeating the above procedure.

13. Close the window (or tab), then Log out of MyAccess to protect your records.