

Accepting Designee Responsibility

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. Under **MyAccess Notifications**, click **Designee Requests**.



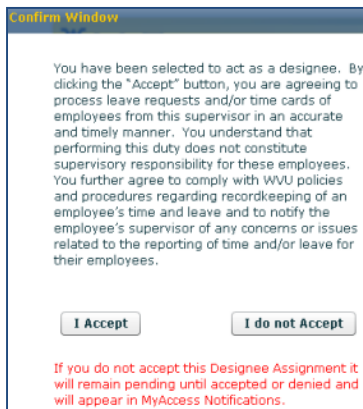
3. Read the guidelines listed, then click **OK** () to view the pending designee assignments.

Pending Designee Assignments			
Supervisor	Start Date	End Date	Acceptance
Trainer, Jodie T	04/18/2011		Select Acceptance

4. Click **Select Acceptance** to view the options in the dropdown menu.



5. Click **Accept**. A verification window will appear.
6. Read the terms, then click **Accept** if you agree to them.



7. When a confirmation window appears, click **OK**. The assignment will now appear under **Current Designee Assignments**.

Current Designee Assignments			
Supervisor	Start Date	End Date	Status
Trainer, Jodie T	04/18/2011		Primary

8. Close the window (or tab).
9. Log out of MyAccess to protect your records.