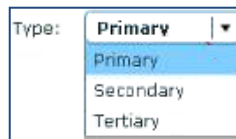


Appointing a Designee

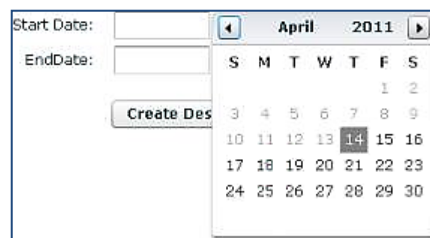
1. Log into [MyAccess](#) with your WVU Login account. (For help, visit [Login.wvu.edu](#) or contact the IT Service Desk at 304-293-4444 or toll free at 1-877-327-9260.)
2. Select the **MyTime** tab. Click **Manage Designee** ([Manage Designee](#)).
3. Guidelines about your responsibilities will appear. 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.