Setting Up an Approval Delegate

Follow these instructions in order to give another employee the authority to approve requisitions submitted to you.

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| 1.   | Access Mountaineer Marketplace:  
      - Log in at myaccess.wvu.edu  
      - Click the MyTools tab  
      - Click the Mountaineer Marketplace button |
| 2.   | In the upper right corner panel of Mountaineer Marketplace, click the dropdown arrow by your name. |
| 3.   | Choose View My Profile.  
      THEN  
      - Ordering and Approval Settings  
      THEN  
      - View Assigned Approval Folders |
4. From the dropdown menu for Type, choose Requisition.

5. A list is displayed showing all folders whose requisitions you can approve. The My PR Approvals folder will contain any requisitions you assign to yourself from a shared approval folder OR any requisitions that come to you directly to approve, i.e., Supervisor Approval.

Check the box for one or more folders in which you want a delegate to approve for you. Click Go.

6. Use the search box to identify the employee who will be your delegate. You can either click the magnifying glass to view the list of eligible employees or type in a name and match it to an employee in the list. Only employees with the role of Approver in the system will show up in the list.

Check the box to set a Date Range for the approval delegation or leave it open-ended.

Then click Assign.