# myUK Learning
Assign and Remove Delegates

As a supervisor, you will be able to delegate to another UK employee the ability to act on your behalf within myUK Learning. The authority could include generating reports, assigning training, and registering or canceling employees from training.
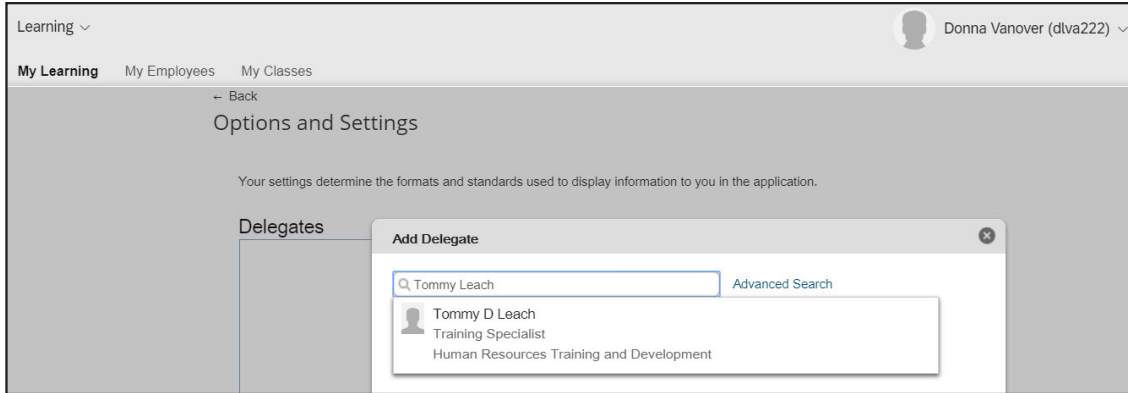
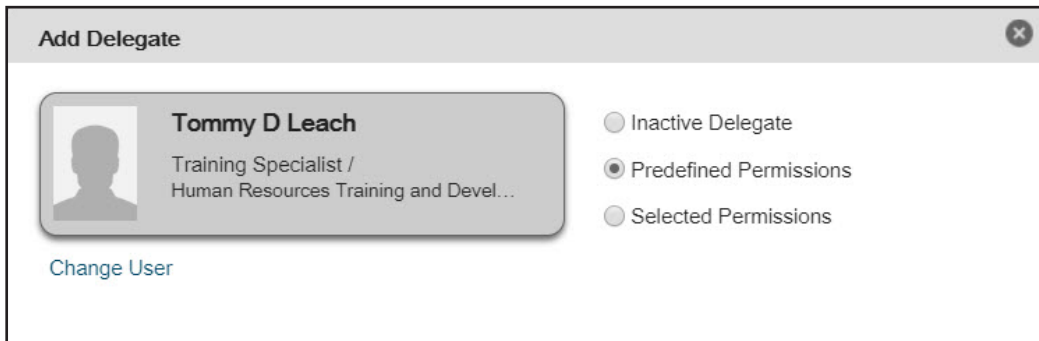1. From the myUK Learning home page, click on "Options and Settings" in the **Links** tile.
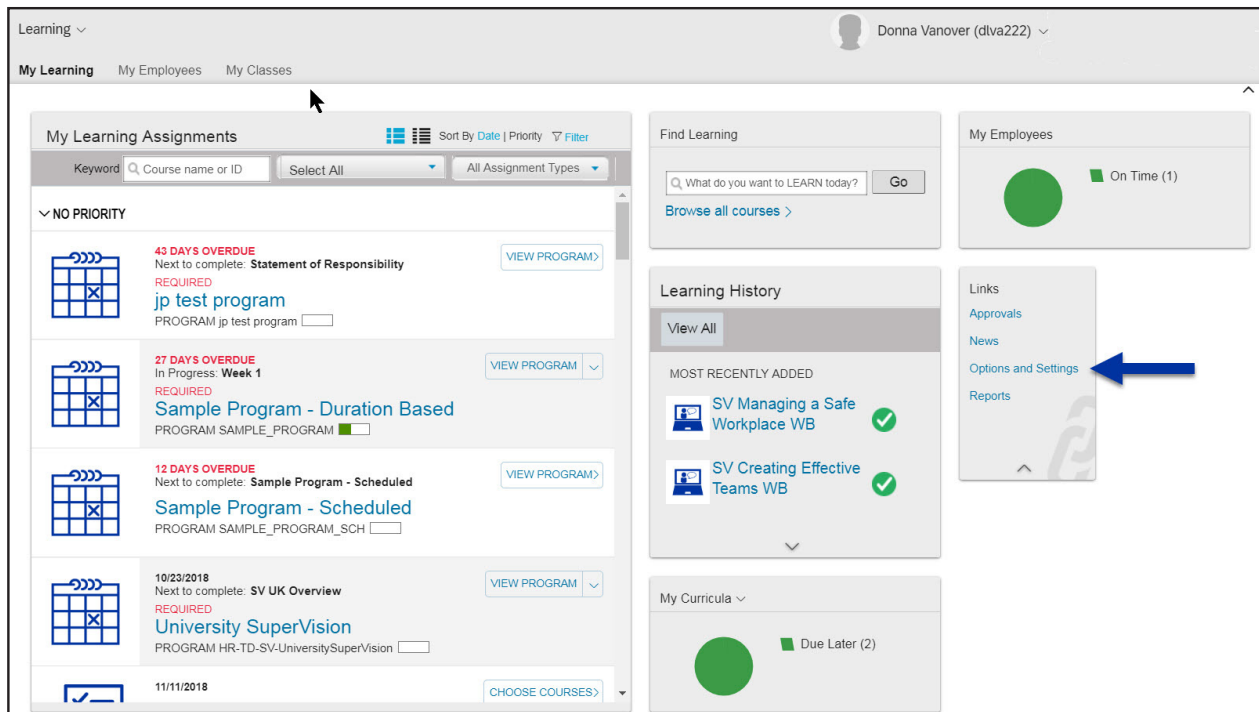
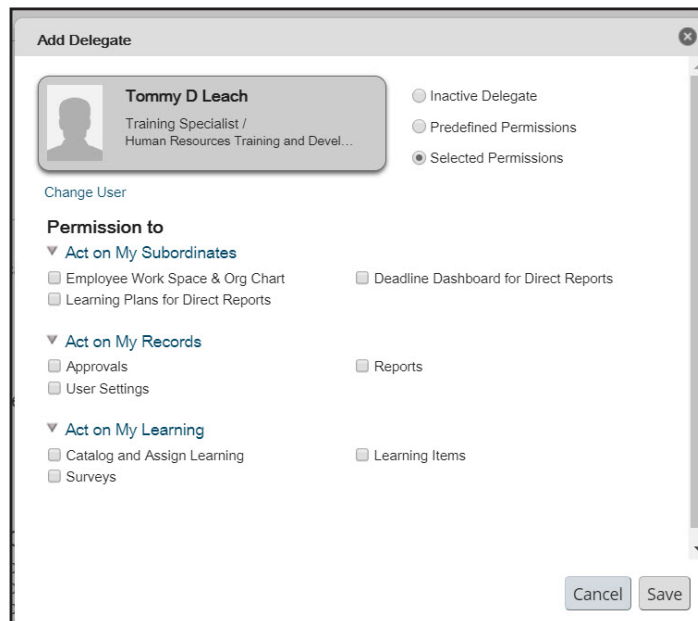2. To select a delegate, click "Add."
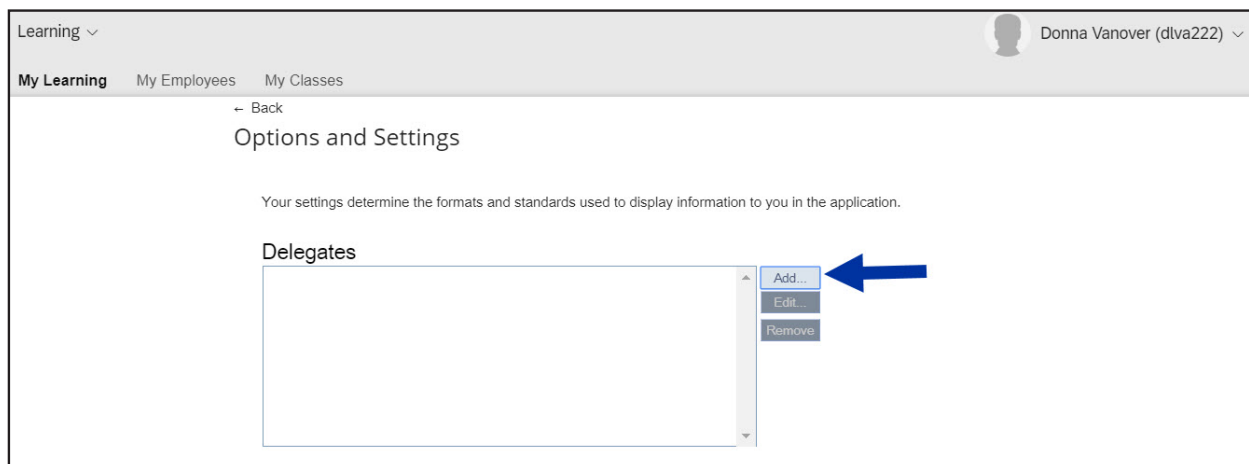
3. The **Add Delegate** box appears. You can enter the delegate's name and click "Save." If you didn't find the person you were looking for, click on "Advanced Search."
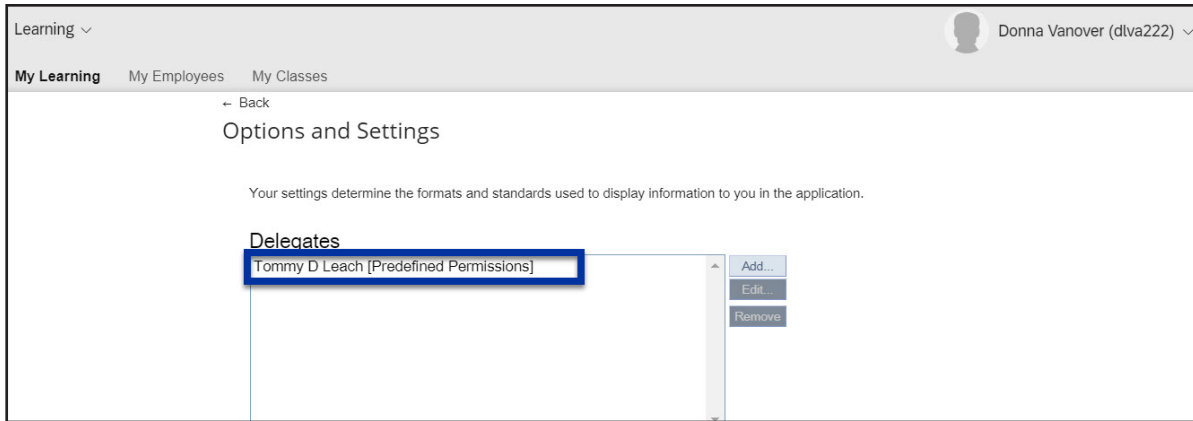

4. Select the person.
5. Determine if you want to select:

   a. Predefined Permissions

   b. Selected Permissions.

6. Click "Save."
7. The selected individual is now able to act on your behalf based on the permissions selected.


When this person logs into myUK Learning, they will see a new option on their **Links** tile. When they click on the drop-down arrow by the message, they will see the name(s) of individuals who have been delegated access to act on their behalf.
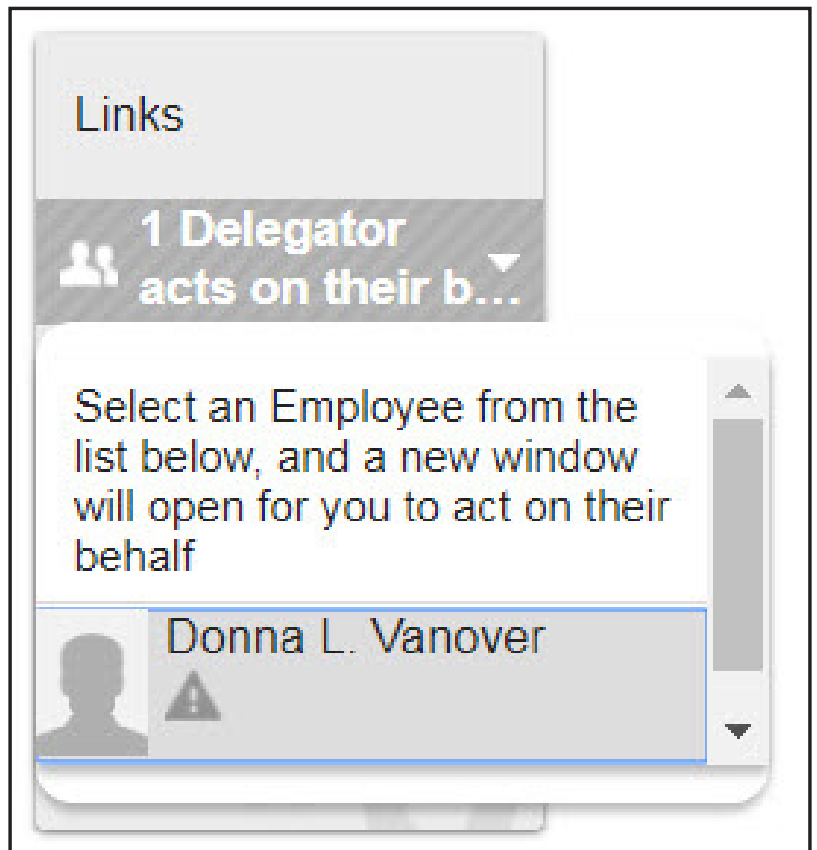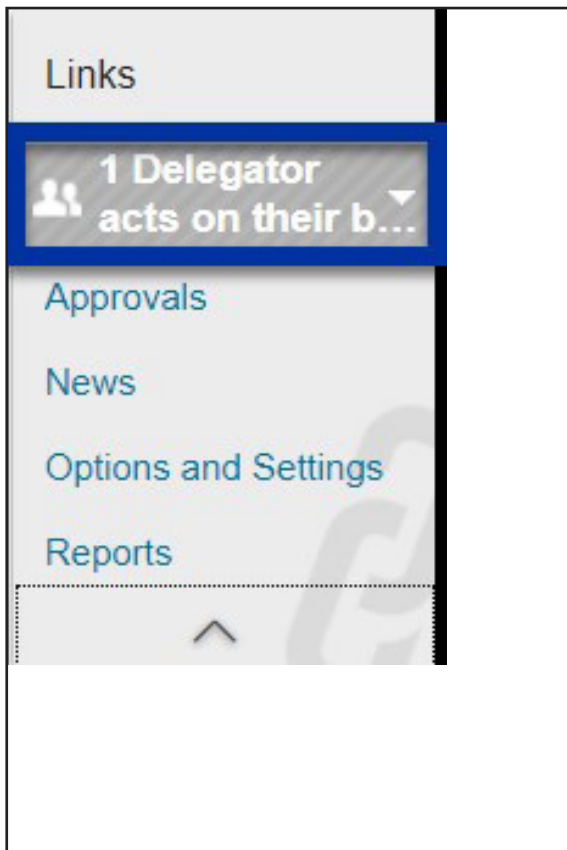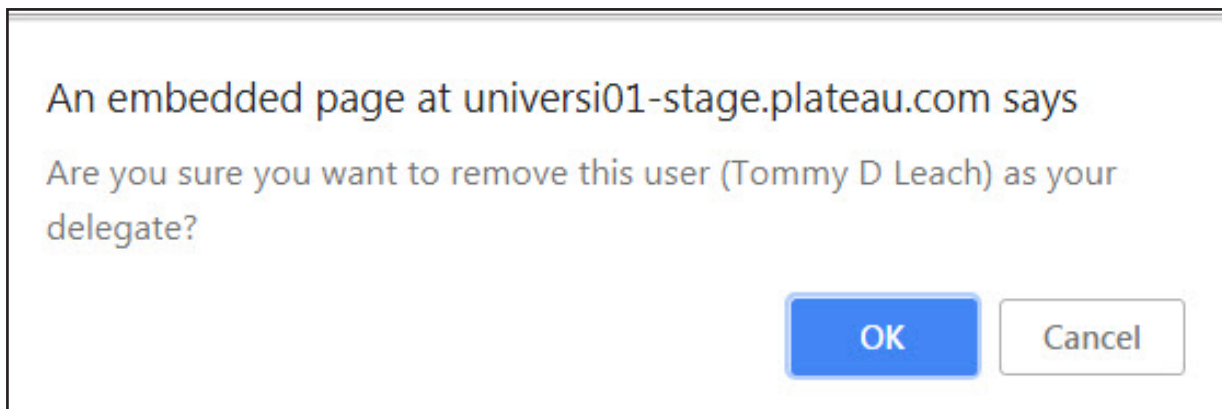
Remove Delegated Authority

1. If you want to remove the delegated authority from someone, click on "Options and Settings" in the **Links** tile.

2. Select a name from the list and click "Remove."
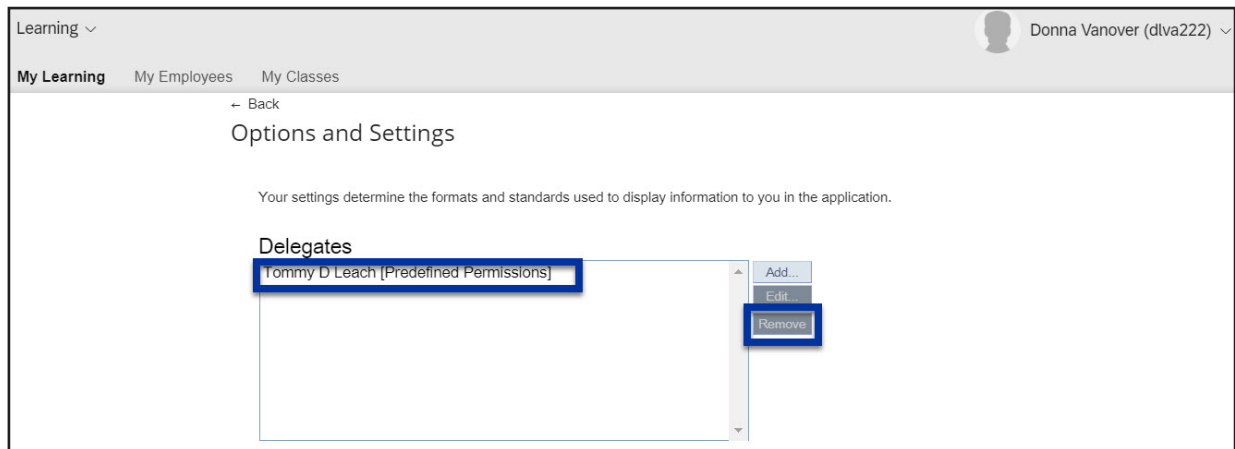
3. A confirmation screen appears. If you want to remove this person as a Delegate, click "OK."

4. When the screen refreshes, you will see that delegates do not exist.