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.

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My Learning My Employees My Classes			
My Learning Assignments	Date Priority 7 Fitter	Find Learning	My Employees
Keyword Q Course name or ID Select All	II Assignment Types 🔹	Q. What do you want to LEARN today? Go	On Time (1)
	*	Browse all courses >	
AS DAYS OVERDUE Next to complete. Statement of Responsibility Recurrence	VIEW PROGRAM>	Learning History View All	Links Approvals
27 DAYS OVERDUE In Progress, Week 1 REQUIRED Sample Program - Duration Based PROGRAM SAMPLE_PROGRAM		MOST RECENTLY ADDED SV Managing a Safe Workplace WB	Options and Settings Reports
Image: Source of the state of the	VIEW PROGRAM>	E SV Creating Effective Teams WB	~ 5
10/23/2018 Next to complete: SV UK Overview REQUIRED University SuperVision PROGRAM HR-TD-SV-UniversitySuperVision	VIEW PROGRAM	My Curricula ~	
11/11/2018	CHOOSE COURSES> -		

2. To select a delegate, click "Add."

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	Options and Settings	
	Your settings determine the formats and standards used to display information to you in the application.	
	Delegates	
	Add	
	Edit	
	Remove	
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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."

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- 4. Select the person.
- 5. Determine if you want to select:
 - **a.** Predefined Permissions

	Tommy D Leach Training Specialist / Human Resources Training and Devel	 Inactive Delegate Predefined Permissions Selected Permissions 	
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b. Selected Permissions.

Tommy D Leach	 Inactive Delegate
Training Specialist /	O Predefined Permissions
Human Resources Training a	Selected Permissions
Change User	
Permission to	
Act on My Subordinates	
Employee Work Space & Org Chart Learning Plans for Direct Reports	Deadline Dashboard for Direct Reports
Act on My Records	
Approvals	Reports
User Settings	
Act on My Learning	
Catalog and Assign Learning	Learning Items
Surveys	



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

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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.

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Options and Settings	
Your settings determine the formats and standards used to display information to you in the application.	
Delegates	
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