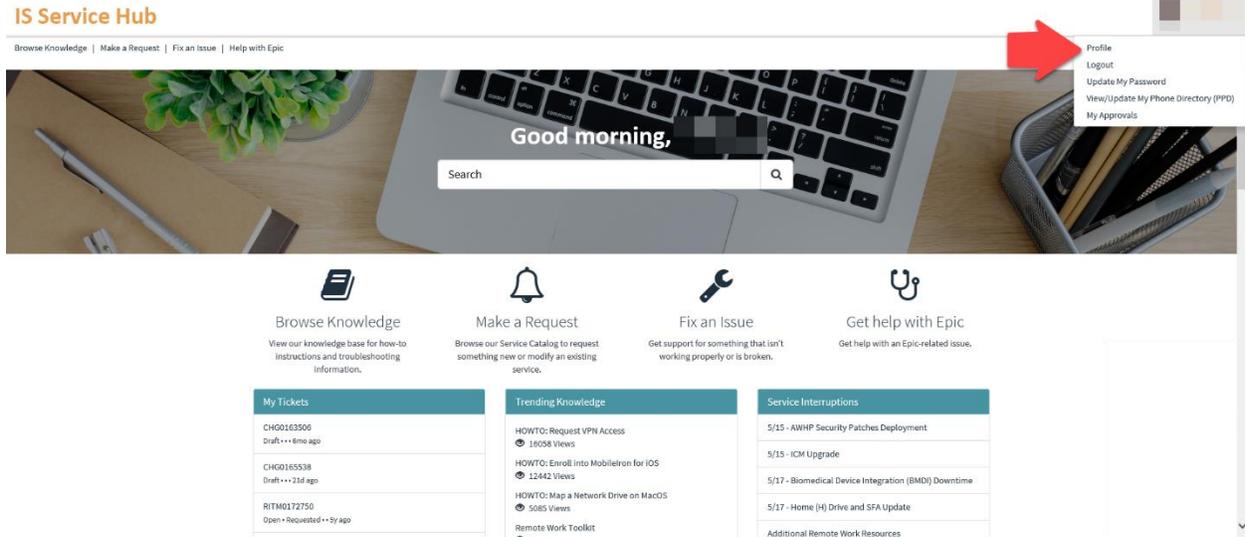


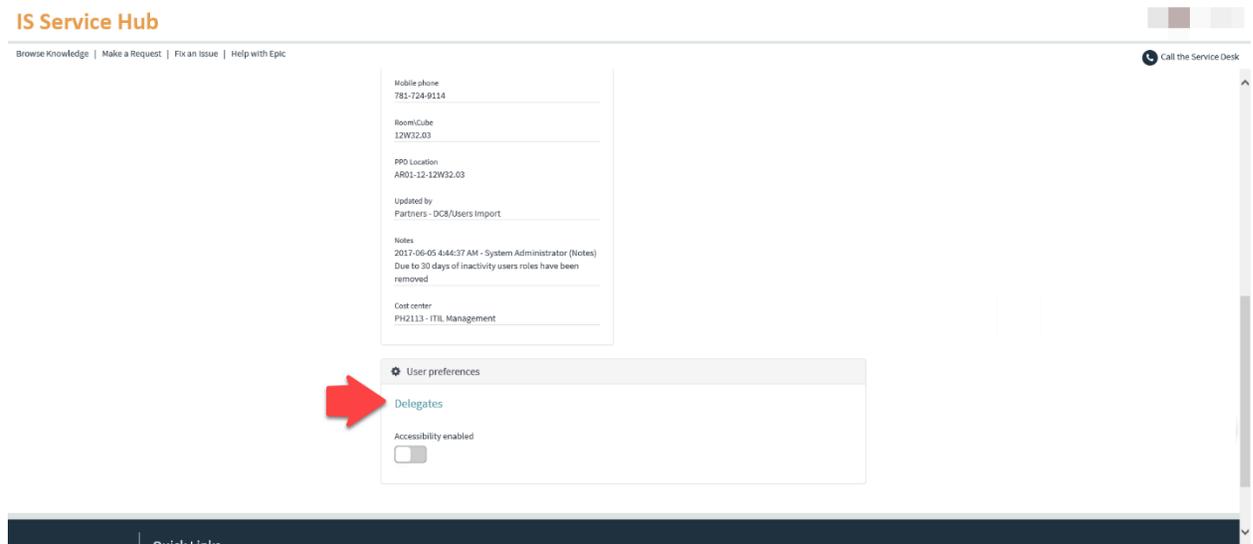
Delegating Approvals and Tasks to Another User in ServiceNow

If a user is out of the office, he or she can delegate responsibilities to other users for a period of time. To make another user your delegate:

1. Navigate to **Profile** in the IS Service Hub by clicking your profile picture in the upper right corner.



2. Click **Delegates** at the bottom of the screen.



3. Click **New**.

Quick Links

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4. Type into the Delegate field to select the user you want to assign.

5. Set the period of time.

6. Specify the responsibilities the delegate will assume using the checkboxes. You can delegate:

Approvals: The delegate can approve items on your behalf.

Assignments: The delegate can view and work on tasks assigned to you.

CC Notifications: The delegate receives a copy of email notifications sent to you, except those marked **Meeting Invitation**.

Meeting Invitations: The delegate receives a copy of email notifications sent of the type **Meeting Invitation**.

!	Note: You must select an active user as your delegate.
!	Note: If your delegate gets email notifications, they will be the same email notifications sent to you. The delegate may be confused to see "Incident assigned to you" emails, so make sure they know they are a delegate.