ACT AS A DELEGATE

A delegate is a user who is granted permission to act on behalf of another user to perform tasks, such as preparing a Travel Request, Expense Reports, and/or book a trip. While delegates can prepare transactions, they cannot submit on behalf of another user. For information on how a traveler or approver can designate a delegate, refer to the Manage Delegates guide.

NAVIGATION

Access UF GO via ONE.UF, myUFL, or the SAP Concur mobile app

• ONE.UF: Log in to https://one.ufl.edu > Select UF GO under the Faculty/Staff section.
• myUFL: my.ufl.edu > My Self Service > UF GO Travel and PCard

LOGGING IN

1. Enter gatorlink@ufl.edu and click Next
2. Click Sign in with University of Florida SSO
3. Enter UF gatorlink and password

Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

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STEPS

1. Click the Profile drop-down button in the upper right-hand corner of the dashboard
2. Select the A Delegate for another user who has granted you this permission option
3. Search for the person on whose behalf you want to act by entering their last name, UFID, or email address and selecting the appropriate user from the list
4. Click on the Switch button

You are now acting as a delegate for the selected user and can prepare requests/reports, and/or book travel
5. Repeat as needed

END DELEGATE SESSION

1. Click the Profile button and then click the Switch button

Tip! When accessing a user’s account as a delegate, verify that “Acting as” replaces “Profile” in the upper right-hand corner.
<table>
<thead>
<tr>
<th><strong>FOR ADDITIONAL ASSISTANCE</strong></th>
<th><strong>Travel Policies and Directives</strong></th>
<th><strong>PCard Policies &amp; Questions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Issues</strong></td>
<td>Travel Office</td>
<td>PCard Team</td>
</tr>
<tr>
<td>The UF Computing Help Desk</td>
<td></td>
<td>352-392-1241</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td></td>
<td>352-392-1331</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td><a href="mailto:travel@ufl.edu">travel@ufl.edu</a></td>
<td><a href="mailto:pcard@ufl.edu">pcard@ufl.edu</a></td>
</tr>
</tbody>
</table>