

## 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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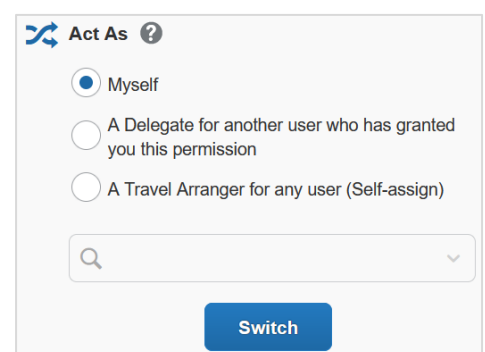
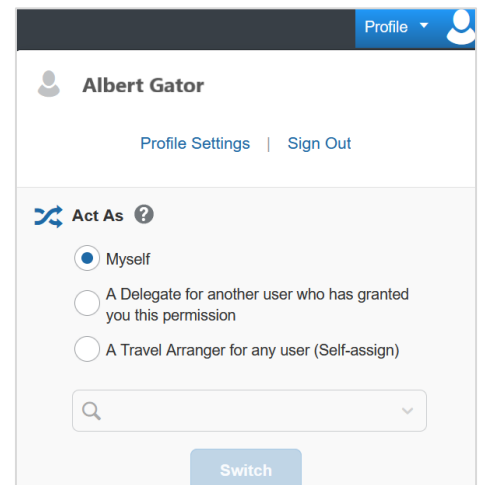
### STEPS

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.



**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](mailto:helpdesk.ufl.edu)

**Travel Policies and Directives**

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

**PCard Policies & Questions**

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)