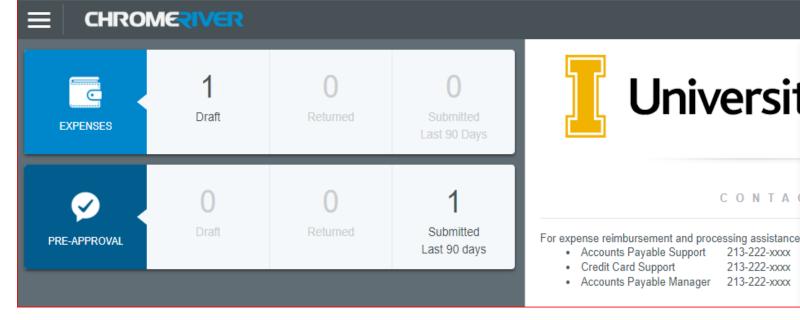
Chrome River: Assign Delegates

- 1. You must be logged into vandal web first! Then you can Access Chrome River by going to https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707 and select Chrome River under Enterprise Administrative Applications.
- 2. Log into Chrome River. (That is select that Icon-you will not need to login per se.)
- 3. Click on your name in the upper right corner.
- 4. From the drop down menu, click **Settings**.



- 5. Under **Delegate Settings**, you can **Add New Delegate**.
 - a. As you type, a list will prefill. Use the mouse to scroll down and left click to select the individuals **Karen Johnson**, **Arwen Bloomsburg**, **Andrea Jenkins**, **Tricia Maxey**, **Jacob Brewer**, **and Branden DeVault**. **FWS COOP Unit delegates are the same**. This will allow anyone in CNR Fiscal to enter a reimbursement claim on your behalf.
 - b. It will automatically save the delegate.

