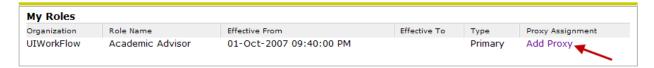
## **Assigning a Proxy for the Electronic Approval Process**

Proxies are designed to be temporary assignments only. Proxies will not receive email notifications for new or pending items. They will need to check their worklist channel on a regular basis. Proxy assignments will automatically expire on the "Effective To" date that is designated and access can only be renewed by the original user.

- 1. Log into Workflow at <a href="https://appweb10g.uidaho.edu:7787/wfprod/logon.jsp">https://appweb10g.uidaho.edu:7787/wfprod/logon.jsp</a>.
- 2. From the Worklist page, select *User Information* option from the **User Profile** menu



3. Under My Roles select Add Proxy option



- 4. On the **Proxy Details** screen
  - a. Select the correct user name from the drop down list. (You will need to know the user name for the person you want to serve as your proxy)
  - b. Select both an "Effective From" and "Effective To" date; proxies are temporary assignments only, therefore a date range must be selected. The icon will provide a calendar for selecting dates/times
  - c. Check both the "Confidential" and "Non-Confidential" boxes
  - d. Click the Save button.

