## **Delegates in EMS**

Currently Delegate set up is available to Cabinet, Department Head/Deans, Executive and Senior Administrators. Request for additional delegate permission should be sent to Bryan Bromstrup for review and approval.

You may choose to set up a delegate to request or book space on your behalf. To setup a delegate, use the drop down arrow next to your name in the upper right corner of the main EMS screen.

Rose-Hulman Institute of Technology Room Scheduling	😮 Bromstrup, Bryan T 🚢 🗸
SITE HOME MY HOME	
My Reservation Templates	
Faculty/Staff Room Request	book now about

Once on the My Account page choose the "Delegates" Tab and search for a delegate by name in the search box.

ACCOUNT DETAILS	DELEGATES	PERSC	NALIZATION	MY FAVORITE ROOMS		
Add New Delega	ite		ola		Q	)
				b <b>ola</b> ndsj@rose-hulman.edu>		
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Name	^			Email		
				You don't have any saved	Delega	ites. Search above to add one.

Select the delegate. This individual will now be able to request space acting as you. To remove a delegate, click on the "x" to the left of their name.

To act as a delegate for someone, choose the down arrow next to your name in the upper right corner and select "Act As". Choose the individual for whom you are scheduling, select "OK".

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Bromstrup, Bryan T	bromstru@ros	se-hulman.edu

To switch back to your account, go to the down arrow in the upper right corner, select "Act As" and choose your own name in the sentence "You are currently acting as..." choose your name. The upper right corner should then reflect your name.