How to Accept Delegation for DBT

1. You will receive an email to accept a delegation request
2. Click on the link
3. Sign in to PeopleSoft with your credentials
4. Click **Review My Delegated Authorities**

https://my.shared.utsystem.edu/psp/zapprd/EMPLOYEE/HRMS/c/HCDL_AIL_HCDL_MGR_DLGLG HOME.GBL?
Page=HCDL_MGR_DLGLG HOME&Action=U&DELEGATOR ID=6001005688&DELEGATOR RCD=0&TRANSACTION NAME=UTZ_PM DBT&TRANS ALLO
WED=1&FROM_DATE=2016-04-29

**Sign in with your UTEP account**

**USERNAME:** 

**PASSWORD:** 

[Login]

Get your UTEP account here
Change Password
Forgot your Password

**Manage Delegation**

Olivia Avila

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select **Review My Delegated Authorities** to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

Review My Delegated Authorities
### How to Accept Delegation for DBT

1. Log in to your account.
2. Navigate to the delegation request section.
3. Select the delegation request for DBT.
4. Click the check box next to DBT Change —Initiate.
5. Click Accept.
6. Click OK.
7. You will receive another email confirming you have accepted delegation for DBT.

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**Accept Delegation Request**

Olivia Avila  
Accountant I

You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.

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**Email Confirmation**

UTShare.DONOTREPLY@utsystem.edu  
Olivia Avila has accepted a delegation request from Iris Niestas

Action items

Olivia Avila has accepted a delegation request that you submitted. Here are the details:

- Request Status: Accepted
- Transaction: UTZ_PM_DBT
- From: 2016-04-29
- To: 2016-05-06
- Delegation Status: A

You can review the status of the request using the link below.