To access the DASH landing page, enter <u>https://dash.tennessee.edu/home</u> into the browser. Select the box labeled "Employee Self-Service Finance, Human Resources, Facilities"



Select the Company Single Sign-On button and use your UT Net ID and password to sign in. Complete the DUO authentication.

Sign In Oracle Applications Cloud	
Company Single Sign-On	
Or	
User ID	
User ID	
Password	
Password	
Forgot Password	
Sign In	
Select Language	
English v	

You may be taken to a welcome page if it is the first time signing in. Navigate to the main dashboard by selecting the home icon on the top right side of the screen.



(Me	My Team	My Client Groups	Risk Management	HR Assist	Contract Management	Receivables	Payables	>
	QUICK	ACTIONS	APPS						
1	Å	Personal Details					•	14	
1		Document Records		Directory	Journeys	Pay	Time and Absences	Career and	
1		Identification Info						TEHOMINA	
1	×	Contact Info				1 to	=		
1		Family and Emergency	Contacts	Personal M Information	y Activity Center	Benefits C N)pportunity /arketplace	Roles and Delegations	
1		My Organization Char		- 11					
1		My Activity Center	\rightarrow		र्फ़ा	+			
1		My Public Info		Expenses	Learning with K@TE				

On the main dashboard, under the "Me" tab, select the Expenses app.

In the expense screen, select the gear in the upper right-hand corner.

	Travel and Exp	oenses ower	Remi McMillan	~									•
0	Expense Reports										-		See Al
8 6	+	Not Submitted U1000232708104		Fending Approval U1000246862765 Trip To Ohio		Panding Approval U1000252021192 Card Increase	-	Panding Approval UT000252021187 Memphis Meeting		Panding Approval UT000250805494 Card Increase		Panding App10 UT00025080340 Travel Card Re	
£,	Create Report	Updated 17 hours ago		Assigned to manager 4 day	1400	Assigned to manager 4 day	0.06 21	Assigned to manager 4	days ago	Assigned to manager 5 day	004.24	Assigned to ma	<i>,</i>
-97		1 ibam	50.00 USD	1 item 1	00.00 USD	1 item	0.00 USD	4 items	620.50 USD	t itsen	0.00 USD	t item	~
44	Available Expense I	tems (1)											0

In the drop-down menu, select Manage Delegates.



Click the plus icon.

Status Active Status Active Shruti Maurer Sendiral-test of corresponde.com Adjuent instructor Valid 9/6/2024 Zebulon Adams Sendiral-test of corresponde.com Valid 9/6/2024 Valid 9/6/2024 Weid: all Resident Valid 9/6/2024

In the search field, select the magnifying glass to open the search screen.

+ 🗙 📀 Status Active 🗸			
	* Person	<mark>.</mark>	
		Т	

The search fields are case sensitive and it may be necessary to search the person's name by capitalizing the first letters in their first and last name. You may also include the % wildcard character between the first and last name if you are still unable to locate. Example: Mary%Johnson

Be sure that the correct person is selected by double checking the name and email address. You will need to add each of the following people as a delegate:

Kirsha Smith ksmit321@uthsc.edu

Mary Johnson mmyricks@uthsc.edu

Tiarra Nelson tworthy1@uthsc.edu

	×
Search	Advanced
Match 💿 All 🔵 Any	
Person John%Smith	
Email	
	Search Reset
Person	7 Email
John Smith	JSMIT179@TENNESSEE.EDU
John Smith	JSMIT640@TENNESSEE.EDU
John Smith	JSMIT705@TENNESSEE.EDU
John Smith	JSMIT734@TENNESSEE.EDU
John Smithson	JSMITHS7@TENNESSEE.EDU
Johnathan Smith	KYG987@TENNESSEE.EDU
Laboration On the	JSMIT559@TENNESSEE.EDU

Once you have located the correct person, select the name then select OK. On the delegate screen, select Save and Close on the top right side of the screen.



To remove a delegate, select the delegate you want to remove and click the X to deactivate.

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Delega	ates and Permissions ()		
۵	+ × Active .	2	
No.		Shruti Maurer sentmal-lest-disord@orade.com AdjunctInstructer	Veild 6/6/2924
		Zebulon Adams sendmal-test-discard@orade.com Medical Resident	Valid 6/6/2024

You will receive a pop-up warning to confirm if you want to remove. Click yes and save.



The validity dates will now be updated and show the beginning and end date.

Vald 8/7/2024
Valid 8/6/2024 - 8/7/2024
Valid 8/6/2024