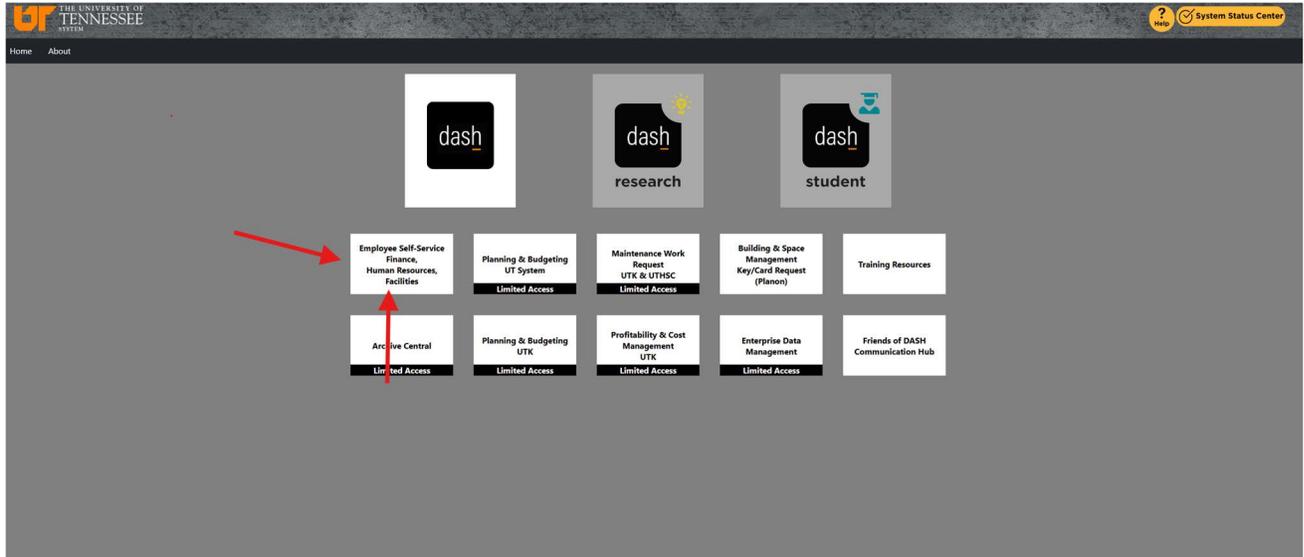


Adding and Managing Delegates in DASH

To access the DASH landing page, enter <https://dash.tennessee.edu/home> 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.

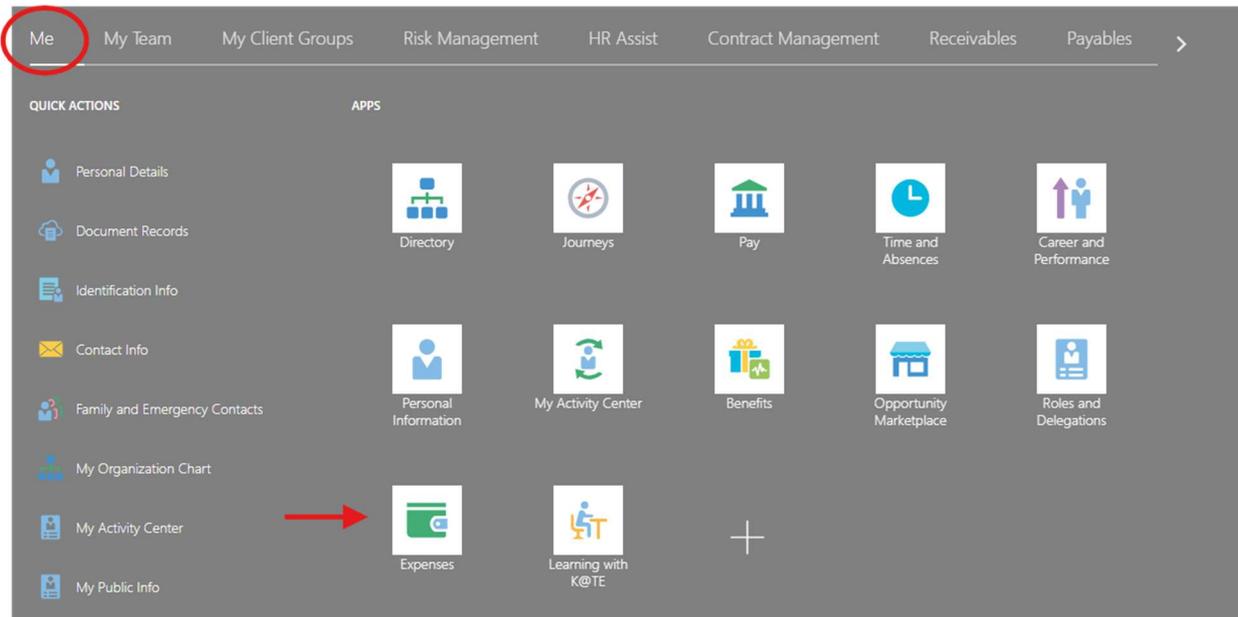


Adding and Managing Delegates in DASH

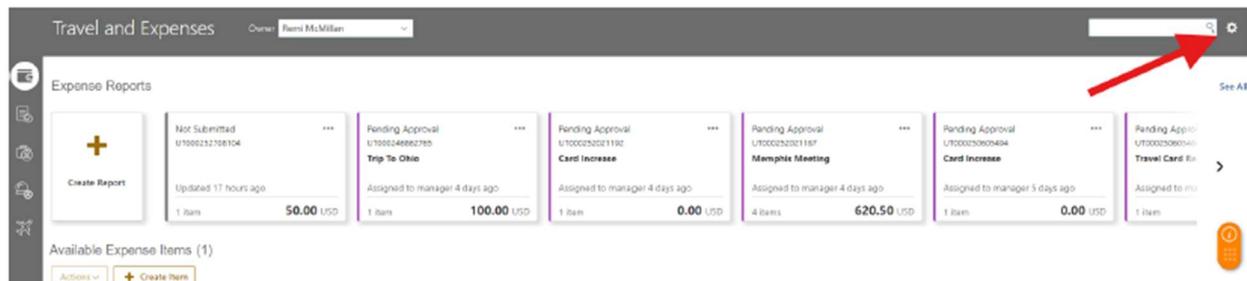
You may be taken to a welcome page if it is the first time signing in. Navigate to the main dashboard by selecting the home icon on the top right side of the screen.



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

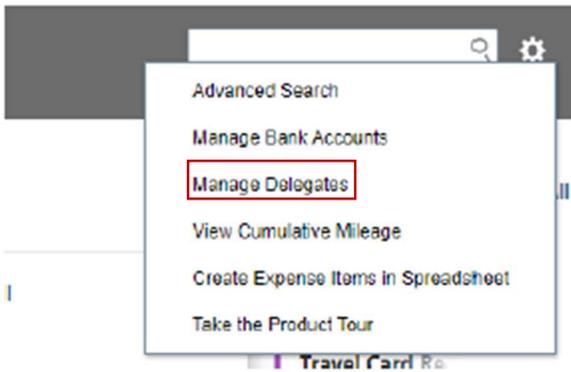


In the expense screen, select the gear in the upper right-hand corner.

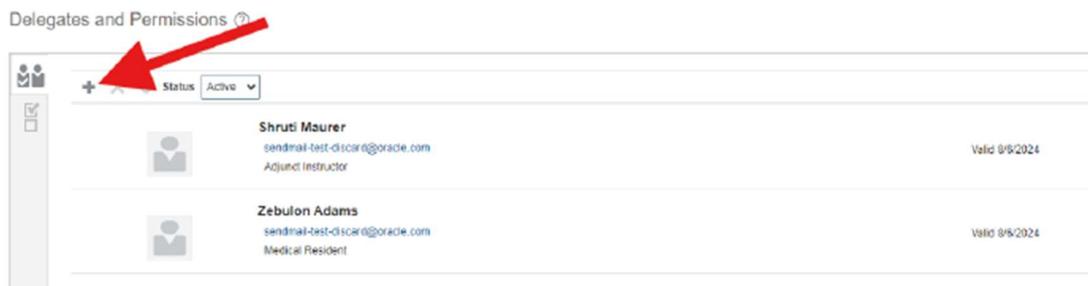


Adding and Managing Delegates in DASH

In the drop-down menu, select Manage Delegates.



Click the plus icon.



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



Adding and Managing Delegates in DASH

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

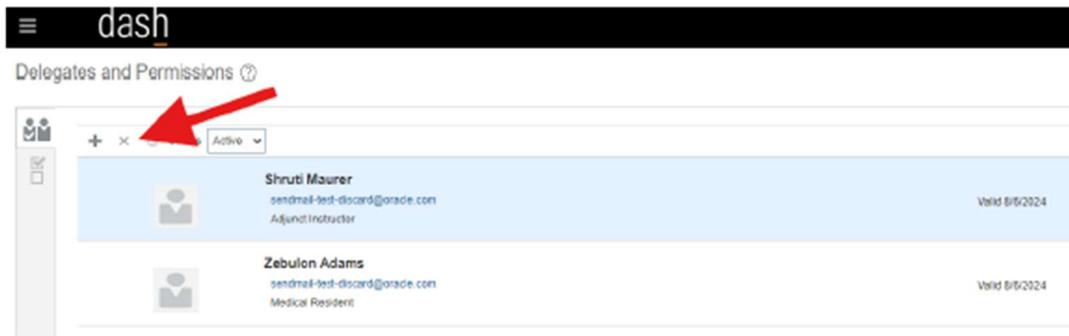
Person	Email
John Smith	JSMIT179@TENNESSEE.EDU
John Smith	JSMIT640@TENNESSEE.EDU
John Smith	JSMIT705@TENNESSEE.EDU
John Smith	JSMIT734@TENNESSEE.EDU
John Smithson	JSMITHS7@TENNESSEE.EDU
Johnathan Smith	KYG987@TENNESSEE.EDU
Johnathon Smith	JSMIT559@TENNESSEE.EDU

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.

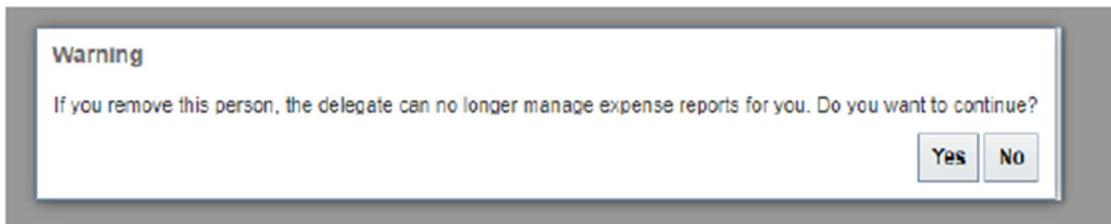
Save Save and Close Cancel

Adding and Managing Delegates in DASH

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



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.

