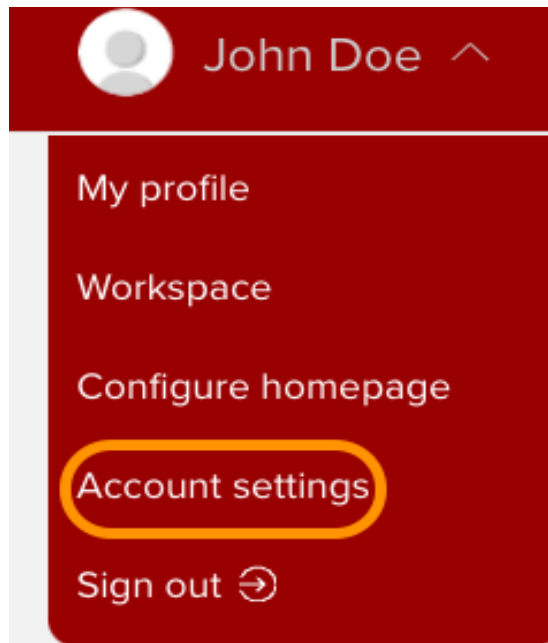



Managing Delegates

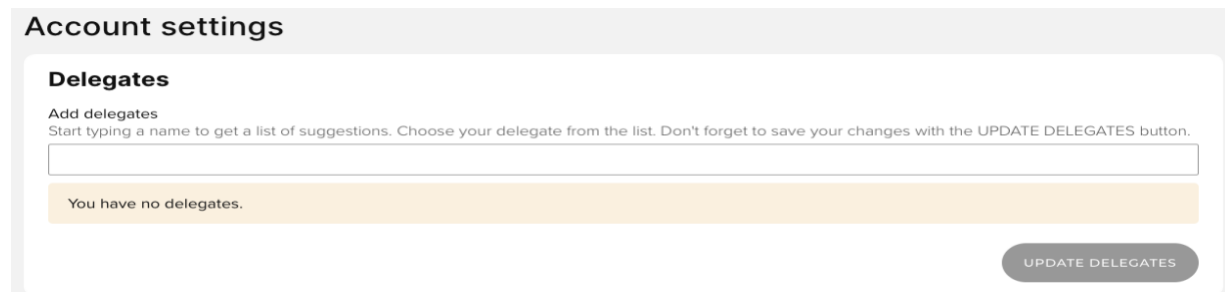
Users can assign one or more delegates with editing rights to their account in Elements to assist in managing their content.

To manage delegates, the user should click on the dropdown menu in the upper right corner next to their name on the Homepage, and then select 'Account settings'.




- The **Account settings** page will open.
- In the **Delegates** section, enter the delegate's first or last name. As you start typing, a list of suggestions will appear.
- Click on the **UPDATE DELEGATES** button.
- The delegate's name will appear below the search box.

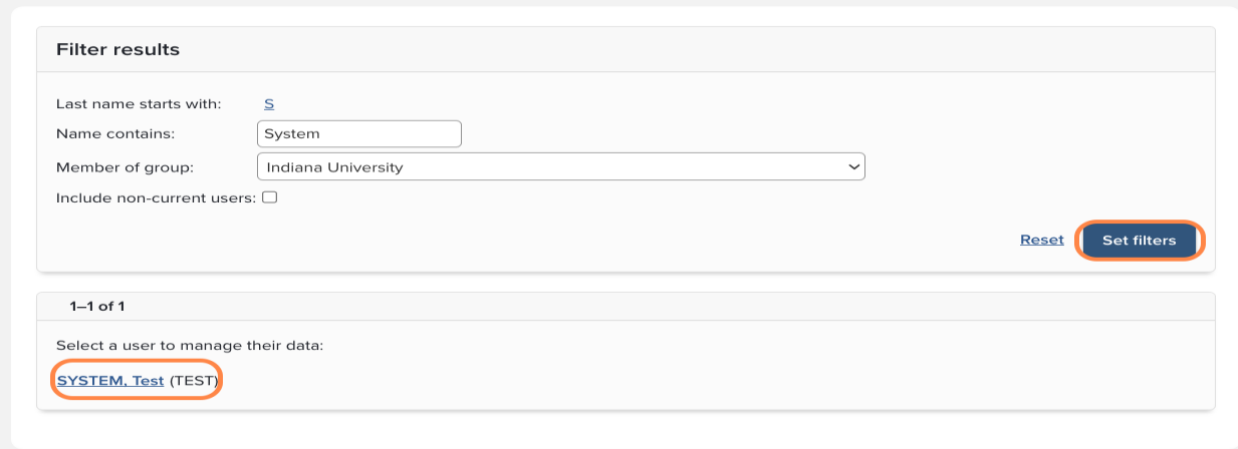
To remove a delegate, the user should click on the trashcan icon  next to the delegate's name and click **UPDATE DELEGATES** button.



Once a delegate is assigned by the user, they can log in to Elements using their own IU credentials. Follow these steps to access someone's account as a delegate:

- Log in to Elements using your IU credentials.
- Select the impersonate icon  located at the top right of the homepage.
- Enter the user's name and click on **"Set filters"**
- Select the user from the list of possible matches.
- Make edits to the user profile as needed.

Impersonate another user



Filter results

Last name starts with:

Name contains:

Member of group:

Include non-current users:

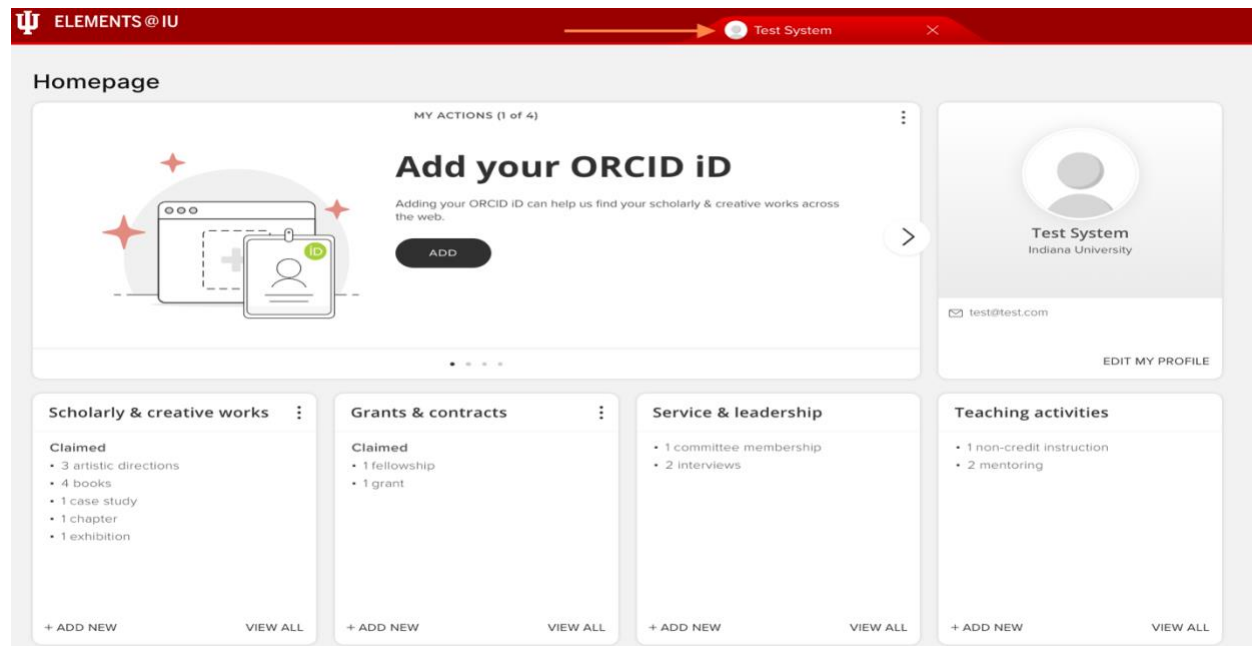
[Reset](#) [Set filters](#)

1-1 of 1

Select a user to manage their data:

[SYSTEM, Test \(TEST\)](#)

Selecting the user will open an embedded window where you can impersonate the user and make any necessary edits to their account data. Once done, click the X button next to their name to exit impersonation mode.



Ψ ELEMENTS@IU

Test System

Homepage

MY ACTIONS (1 of 4)

Add your ORCID iD

Adding your ORCID iD can help us find your scholarly & creative works across the web.

[ADD](#)

Test System
Indiana University

test@test.com

[EDIT MY PROFILE](#)

Scholarly & creative works

Claimed

- 3 artistic directions
- 4 books
- 1 case study
- 1 chapter
- 1 exhibition

[+ ADD NEW](#) [VIEW ALL](#)

Grants & contracts

Claimed

- 1 fellowship
- 1 grant

[+ ADD NEW](#) [VIEW ALL](#)

Service & leadership

- 1 committee membership
- 2 interviews

[+ ADD NEW](#) [VIEW ALL](#)

Teaching activities

- 1 non-credit instruction
- 2 mentoring

[+ ADD NEW](#) [VIEW ALL](#)