

# How to

















































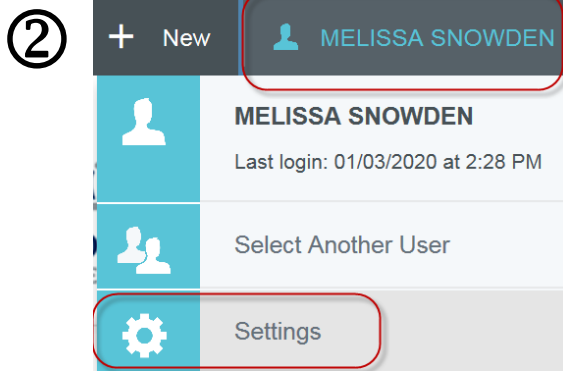




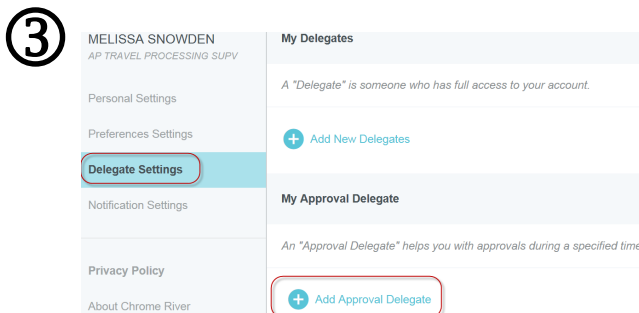

To assign someone to act as your delegate during your vacation or extended leave, complete the following steps:



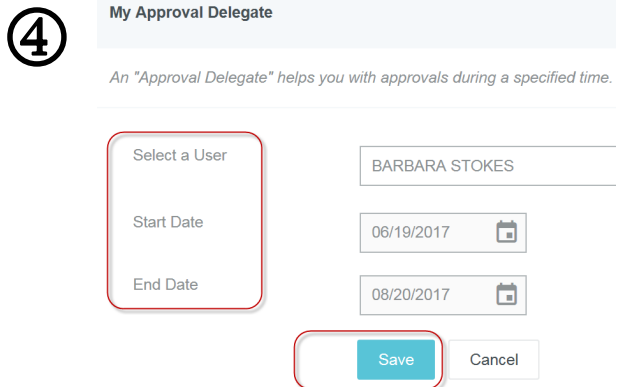
Log into Chrome River using your MIDAS id and password: <http://www.odu.edu/chromeriver>  
 You can also access Chrome River from the Office of Finance University Travel page by clicking on the "Access Chrome River" button on the right hand side.



Click on your name in the upper right hand corner, and select **Settings**.



Click on **Delegate Settings**, and select **Add Approval Delegate** under My Approval Delegate.



Type the Delegate's name to filter a search, record the start and end dates for the assigned period, and click Save.

**Delegates:** Click on your name in the upper right hand corner, and **Select Another User** to view the list of travelers assigned to you. Click on the traveler's name in the upper right hand corner, and **Revert** or **Select Another User** to navigate between users. As a Delegate, you will receive all email notifications for your travelers, regardless of who created the Expense Report.

