










Select an Alternate User to Approve Requisitions

In the event of the absence of an approver – vacation, illness, extended travel – the approver can delegate his/her approval role to another individual. This delegate must have an approver role in the CUNYfirst system and should have the expertise – either department fiscal knowledge or category knowledge to provide meaningful oversight.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the Log In button. From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: <u>My System Profile</u> .
3.	On the General Profile Information page in the Alternate User section, enter or look up the Empl ID of the user you wish to delegate your place in the approval routing. 
4.	On the Look Up Alternate User ID page Search By  dropdown menu, select Description .
5.	To the right of the Search By  dropdown menu in the begins with field, enter a Search string such as %(Enter User's First or Last Name)%. Note: The wildcard (%) may be entered before and after the search string to find any Query containing the letters in the search string.
6.	Click the Look Up button.
7.	The Search Results display on the page. In the Description column, select the link that matches the name of the delegate. In the Alternate User ID field, the Empl ID of that person displays.
8.	In the From Date field, enter the date the delegation is to take effect in the mm/dd/yyyy format. Alternatively, select the Choose a date  icon. On the calendar, click the: <ol style="list-style-type: none"> left  dropdown menu, and then click the correct month; right  dropdown menu, and then click the correct year; and lastly, correct day of the month.
9.	In the End Date field, enter the last date the delegation will be in effect in the mm/dd/yyyy format. Alternatively, select the Choose a date  icon. On the calendar, click the: <ol style="list-style-type: none"> left  dropdown menu, and then click the correct month; right  dropdown menu, and then click the correct year; and lastly, correct day of the month.
10.	Click the Save button.
	End of Procedure.

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