



Assign Delegate

Work Instruction

Transaction Code(s): NA

Purpose

Use this procedure to assign a delegate as your backup security contact.

Trigger

Perform this procedure when you will be away from the office or are not able to function as the security contact for a period of time.

Menu Path

Use the following menu path to access the transaction: **Identity Management > Assign Delegates**.

Transaction Code

NA

Helpful Hints

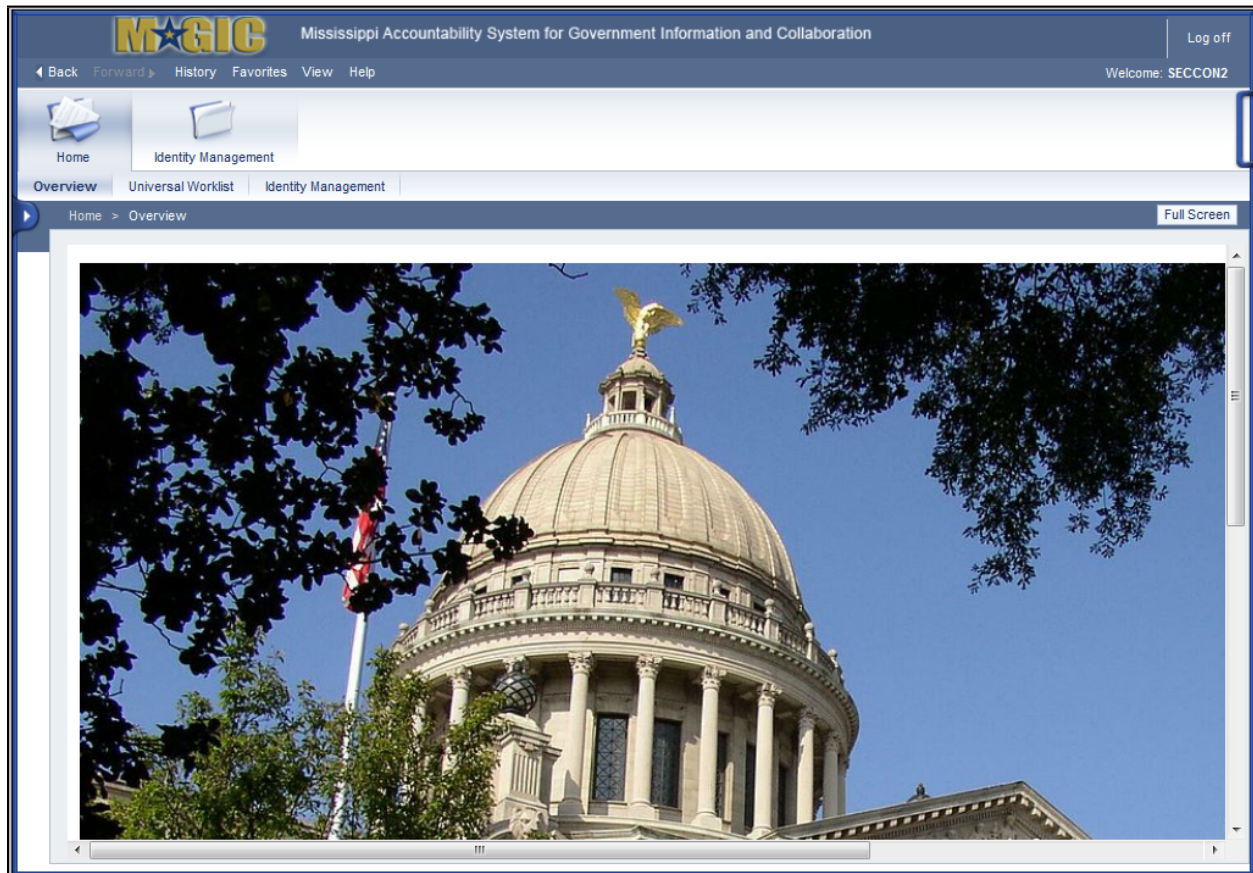


Assign Delegate Work Instruction Transaction Code(s): NA

Procedure

1. Start the transaction using the menu path or transaction code.

Employee Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer



2. Click  Identity Management.



The tabs shown here may be different than those on your home page. The tabs shown will be based on your role and security access.



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Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Self Services Manage History

Available Tasks

- Profile : Answer Password Security Questions
- Password Reset
- [Assign Delegates](#) : As a Security Contact, you may designate delegates who may request authorizations for users on your behalf
- University Security Contact Request

3. Click Assign Delegates label [Assign Delegates](#).



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SAP NetWeaver Identity Management

Assign Delegates Help

Unique ID: CON000000298
Display Name: SECCON2

Save Modify Refresh

Delegate

Available

Show: and Find: Search Add Advanced


	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Assigned

Delete Properties

	Display Name	Status
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

4. As required, complete/review the following fields:

Field	R/O/C	Description
and Find:	Required	<div>Example: John*</div> <div> Use the * wildcard to help in your search for the name you need. This will help to narrow the results in the list.</div>

5. Click the Search button Search.



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SAP NetWeaver Identity Management

Assign Delegates Help

Unique ID: CON000000010
Display Name: SecCnt Sherry

Save Modify Refresh


Delegate

Show: Person and Find: John* Search Add Advanced

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>	TEST1091	SRM , John	SRM	John
<input type="checkbox"/>	TEST1096	SRM , John C III	SRM	John
<input type="checkbox"/>	TEST1150	SRM , Johnny B II	SRM	Johnny
<input type="checkbox"/>	JB00000257	Bryant Name Change , Johnny	Bryant Name Change	Johnny
<input type="checkbox"/>	J499557	Jackie Johnson	Johnson	Jackie

Delete Properties

Display Name	Status

6. Click  to select the delegate.

SAP NetWeaver Identity Management

Assign Delegates Help

Unique ID: CON000000010
Display Name: SecCnt Sherry

Save Modify Refresh

Delegate

Show: Person and Find: John* Search Add Advanced

	Unique ID	Display Name	Last Name	First Name
<input type="checkbox"/>	TEST1091	SRM , John	SRM	John
<input type="checkbox"/>	TEST1096	SRM , John C III	SRM	John
<input type="checkbox"/>	TEST1150	SRM , Johnny B II	SRM	Johnny
<input type="checkbox"/>	JB00000257	Bryant Name Change , Johnny	Bryant Name Change	Johnny
<input checked="" type="checkbox"/>	J499557	Jackie Johnson	Johnson	Jackie

Delete Properties

Display Name	Status

7. Click Add

8. Click Save



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SAP NetWeaver Identity Management - Windows Internet Explorer

Assign Delegates Help

Unique ID: CON000000010
Display Name: SecCnt Sherry
☒ The task has been executed

[Save](#) [Modify](#) [Refresh](#)

Delegate

Available


Show: Person and Find: John* [Search](#) [Add](#) [Advanced](#)

Unique ID	Display Name	Last Name	First Name
TEST1091	SRM , John	SRM	John
TEST1096	SRM , John C III	SRM	John
TEST1150	SRM , Johnny B III	SRM	Johnny
JB00000257	Bryant Name Change , Johnny	Bryant Name Change	Johnny
J49557	Jackie Johnson	Johnson	Jackie

Assigned

[Delete](#) [Properties](#)

Display Name	Status
• Jackie Johnson	New

9. Click  to close the **Assign Delegate** screen.



You will see the message that the *"Task has been executed."*



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Result

You have assigned a delegate.