

# Delegating Approval Authority in eVA

November 18

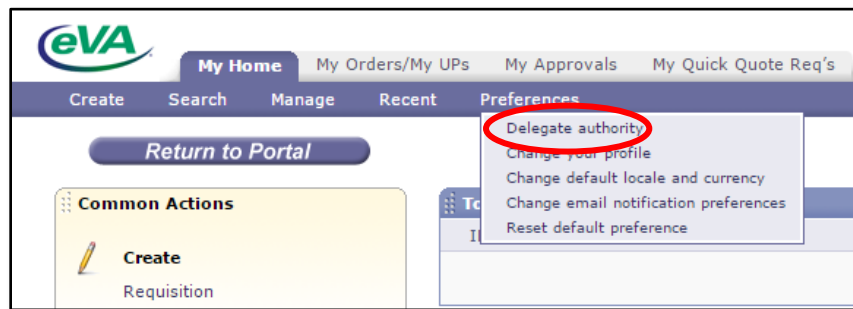
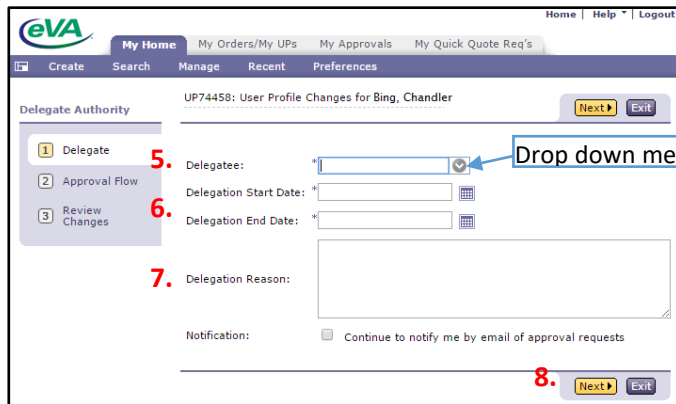
Approvers in eVA who will be away from the office for an extended period should delegate their approval authority to another eVA user in their absence.

## Step-by-Step

1. Log into eVA with username and password
2. In the “Go To” menu Select “eMail/eForms”

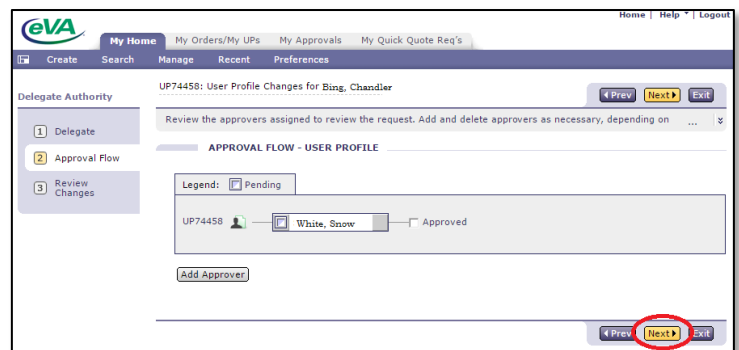


3. From the “My Home” table, under Preferences, select “Delegate authority”.

4. On the next screen, fill out the fields.
  5. Use the drop down and search by “E-mail Address” to select a Delegatee\*.
- \*The individual selected must already have access to eVA.**
6. Select “Delegation Start Date” and “Delegation End Date”
  7. Enter a “Delegation Reason” for why this temporary delegation is taking place.
  8. Once the Delegate screen is completed, select “Next”.

9. On the Approval Flow page, select “Next”.
10. On the Review Changes page, make sure all information is correct before selecting “Submit”.



**For assistance with eVA please contact the eVA Administrator at [evaadmin@gmu.edu](mailto:evaadmin@gmu.edu) or call Ext. 3-2580. Additional quick guides and references for eVA may be found online at <https://fiscal.gmu.edu/training/obtain-training-materials/>.**