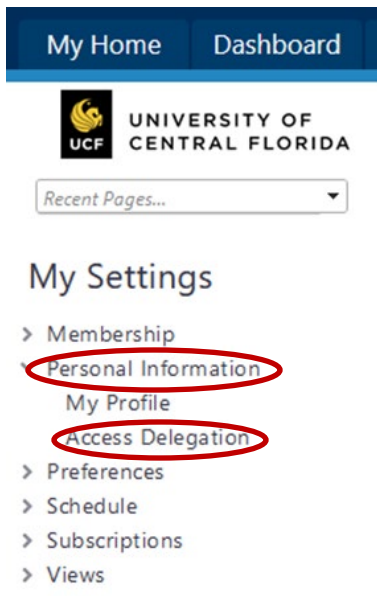# Using Access Delegation

When you are away from the office for an extended period, you can delegate your e-Builder role to a trusted colleague who can take action and perform eB functions in your name with Access Delegation. Always confer with colleagues before granting access and be sure that the other person understands what you expect from them when acting in your name.

To grant someone access to your eB account with Access Delegation:

1) In e-Builder, click on Setup at the top of the page.

2) On the left side of the Setup page, click on Personal Information to expand the submenu, then click on Access Delegation.

3) Fill out the fields on the bottom half of the Access Delegation page. First select the user to whom you want to grant access.

4) Choose the duration that the other user has access to your account. Enter start and end dates and times.

5) Enter a note explaining why you are delegating access such as annual leave, sick leave, etc.

6) When finished, click the Grant button.

To request access to another user's eB account with Access Delegation:

1) On the Access Delegation screen, click Request Access.

2) Select the user from whom you want to request access. Pick their name from the list and click on the right arrow button to move their name into the Selected box.

3) Choose the duration that you want access to the other user's account. Enter start and end dates and times.

4) Enter a note explaining why you want access.

5) When finished, click the Request button.
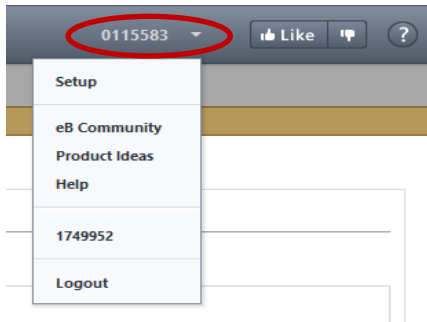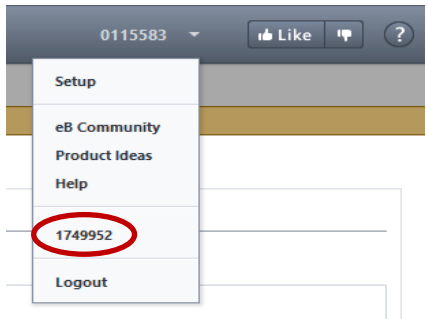

6) The other user will need to go to their own Access Delegation screen and accept the request.

To use someone else's eB account once you have been granted access:

1) Switch to the other person's account. Log into eB as yourself as you normally would. Look for your username at the top right of the screen.   A UCF employee's username is their employee ID number. Hover your cursor over your username.

2) Look for the other user's username in the dropdown menu. Click on the username.

3) You are now acting as the other user. Note their username is now the active username in the upper right. Any actions you take will be recorded in their name, not yours. Please act responsibly when using another user's account.

4) Switch back to your own account by hovering over the username again and clicking on your own username from the dropdown menu.