OVERVIEW

In Elements, you can assign a delegate to edit your profile and update your activities. The delegate will need their own LSU Elements account. If the delegate is an admin user in your department and does not currently have an account, you will need to email elements@lsu.edu to request an account.

ASSIGNING A DELEGATE

- While logged into your LSU Elements account, click on the hamburger menu in the top left corner of the home page.

- While on the My Profile tab, select **Account Settings** under the Settings menu.

- Navigate to the **Manage Delegates** section.

- Type the last name, first name in the **Name** text box and select the name of the delegate from the drop-down menu.
• Click **Add delegate**.

• Once the delegate is successfully added, their name should appear under **Delegates**.

• To remove a delegate, click the **x** button next to the delegate’s name.