



MARIN COUNTY OFFICE OF EDUCATION

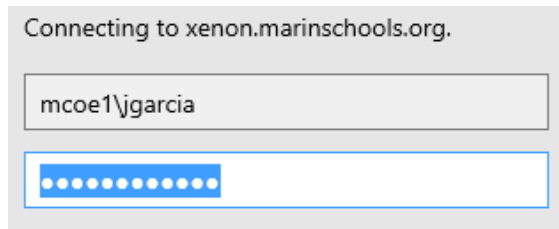
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MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

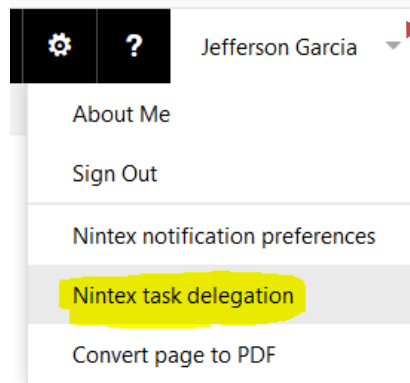
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MCOE Online Forms Approval Delegation Guide

1. Visit the [MCOE Employee Dashboard](#) using any web browser (***Except Safari**).
2. The Window Security Box will prompt for your account password. It is the same one you use for email access



3. Once you are logged into the system, click on your name located on the top-right corner and select **“Nintex task delegation”**.



4. Click on **“Delegate tasks to a user between specific dates”** and specify the details for the delegation. If you have delegated tasks to another approver in the past, you will be able to see them on the same page as well.

[Delegate tasks to a user between specific dates](#)

Start date	End date	Applies to	Tasks delegated to
4/25/2019	5/8/2019	All sites	Michael Ghebregziabher

5. Specify both a **beginning** and **end** dates either by typing in the box or using the calendar date picker icon to the right of each box.

In the “**Delegate to**” field, type in the name of the person you would like to delegate to and make sure to click the “**Check Names**” icon to verify that the person who the tasks are being delegated to is has a valid account.

As for “**Scope**”, we recommend having the box **unchecked** so that approvals for the entire site. The only time Scope will need to be checked is if you only want to delegate a portion of your approvals to another approver (i.e. timesheets/Leave/OT only *or* Mileage/Budget Transfers *or* PAFs).


From the beginning of *

Until the end of *

Delegate to *

Check Names

Scope

For this teamsite only

OK

Cancel

6. **Click OK** to save the Delegation.