## Delegating Roles

1. To Delegate a role
   - Under **Manage Delegations**
   - Select **Settings > Manager Delegations**
   - Click **Delegate Authority**

2. The **Enter Search Criteria** window displays; perform a search for one or more assignment groups. You can enter a character string and/or the wildcard character (*) to retrieve a list of groups matching the characters you enter. Then click **Search**

![Search Criteria Example](image-url)
3. The **Choose Delegate Options** window displays listing the assignment groups matching your search, along with the roles granted for each group. For each assignment group being delegated, choose your delegation options.
   - In the **Assignment Group** column, select the checkbox next to the assignment group name.
   - In the **Your Role** column, use the drop-down menu to select the roles to be delegated for the assignment group.
   - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
   - Place a checkmark in the checkbox of the **Allow Re-delegation** column to enable the delegation recipient to delegate the assignment group to another user.

4. After choosing all your delegation options, click **Next** to display the **Search for Delegation Recipients** window for selecting the user who will be delegated that assignment group.
5. In the search window, enter your search criteria. You can also use a character string and/or the wildcard character (*) to retrieve a list of users matching the characters you enter. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.

![Search Results](image)

6. **Click Search.**
   A window display with the results of the search.
   From the list, select a user. You may only select one user.
   Click Search. A confirmation message displays to indicate a successful delegation.

If any delegations fail, a status message displays listing the unsuccessful delegations and why the attempt failed. For example, a delegation could fail because the assignment group is currently delegated to the selected user.

For more information, please see the Employee Self-Service Assistance website:
[http://www.employeeselfservice.omb.delaware.gov/ > Services > eSTAR](http://www.employeeselfservice.omb.delaware.gov/ > Services > eSTAR)