

## How Do I View My Delegation Authorities?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Delegation** tile.
4. On the **Manage Delegation** page, click the **Review My Proxies** link.

### Review the Delegation Transaction History

5. Review the delegation information displayed on the **My Proxies** page.
6. Click the **Information** icon to display details related to a delegation request.
7. Click the **Return to My Proxies** displayed at the bottom of the page.

### Filter the Delegation History by Status

8. On the **My Proxies** page, click the **Drop Down** icon associated with the **Show Requests by Status** field.
9. Click the desired status in the listing and click the **Refresh** button.
10. To remove the filter, click the **Drop Down** icon again.
11. Select the "blank" status row (at the top of the listing) and click the **Refresh** button.
12. Click the **Return to Manage Delegation** link displayed at the bottom of the page.

### Revoke an Active Delegation

13. To revoke a proxy, click the **Review My Proxies** link on the **Manage Delegation** page.
14. On the **My Proxies** page, click the check box associated with the proxy to revoke.
15. Click the **Revoke** button.



16. When the **Confirmation** page is displayed, click the **Yes-Continue** button to complete the revocation.

17. Then, click the **OK** button.

### **Complete the Task/Sign Out of Application**

18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



19. Click the **Sign Out** option in the listing.

