

Delegating Manager Access to another staff member in My Health Learning

Before you start:

- You must have **Manager role access** in My Health Learning (MHL).
- The staff member you delegate access to must belong to your **cost centre**.
- You can delegate access to **up to 3 staff members** at any time.
- Delegations have an **expiry date**. If not renewed before expiry, access will end automatically. You can reactivate by creating a new delegation.

To create a delegation:

1. Log in to My Health Learning.
2. From the top menu, **click Manager**, then select **Manager Delegation**.
3. Click **Create Delegation**.
4. Click the magnifying glass icon to **search for the staff member**.
5. Select the **expiry date** using the calendar icon.
6. Click **Create**.

(Repeat these steps to add more delegations.)

To renew or remove a delegation:

1. Log in to **My Health Learning**.
2. From the top menu, click **Manager**, then select **Manager Delegation**.
3. Review the list of current delegations.
4. Click **Edit** next to the relevant delegation.
 - To **renew**, update the expiry date and click **Save**.
 - To **remove**, click **Delete**.