Delegating Manager Access to another staff member in My Health Learning

1. The person delegating access must have Manager role access in My Health Learning (MHL).
2. You can delegate access to 3 staff at any time.
3. Delegations have an expiration date and need to be renewed by the manager before end date. If it is not renewed, delegate access will drop off. This can be reactivated by reassigning access again.

Steps involved:

1. Log on to MHL.

2. Click on Manager drop down

3. Click on Manager Delegation

4. Click on Create Delegation button

5. Click on the Magnifying glass icon to search for staff records.

6. Select the Expiry date by clicking on the calendar icon.

7. Click on Create.

Same steps are followed to add more delegations.

If the delegation has to be removed or renewed, follow the below steps:

1. Log on to MHL.

2. Click on Manager drop down

3. Click on Manager Delegation

4. All current delegations will be visible.

5. Click on respect delegation's edit button.

6. Make changes and click delete/create to save changes.