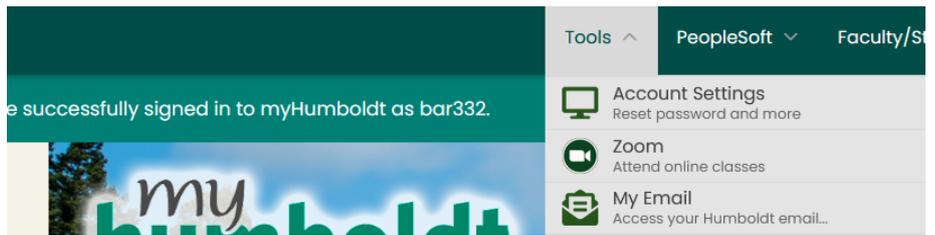




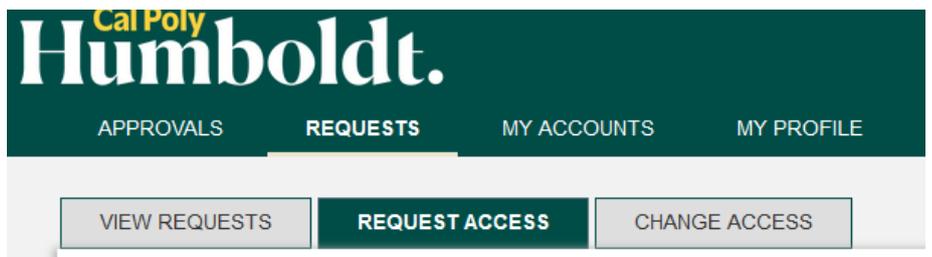
Requesting Delegation of Fiscal Authority Approving Access

This guide is intended for requesting Delegation of Authority, for access to provide approval in P2P.

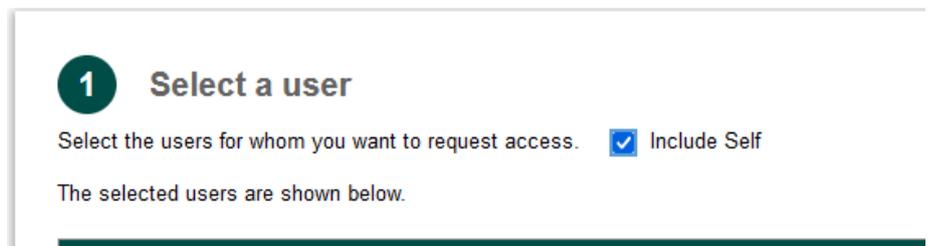
From the MyHumboldt portal, select the **Tools** drop down, and select **Account Settings**.



Select the **Requests** tab, then under that select **Request Access**.



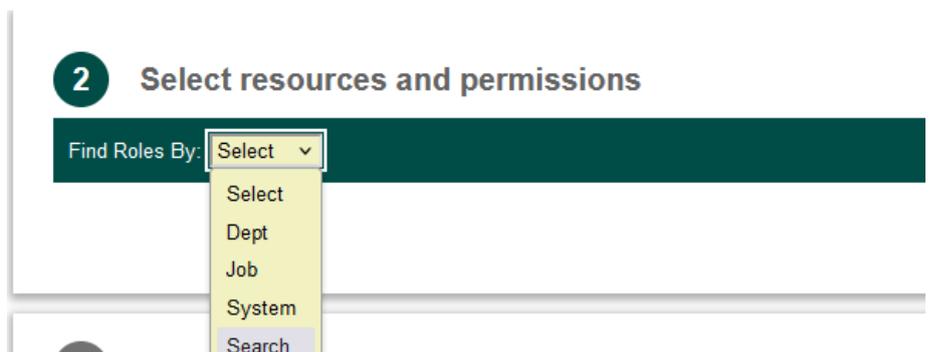
If you are requesting DoA access for yourself, click the box for **Include Self**, and it will autopopulate your information. If you are requesting DoA for someone else, skip to the next step.



To request access for another employee, use the search box or magnifying glass on the right to select the employee.



Under the next section, (2 Select Resources and Permissions), use the drop down to select **Search**.



Under the **Name Search**, type “**Delegation of Authority**”, hit enter. (CFS) Delegation of Authority Approver should appear, **click the box to the left**. **Click Continue**.

2 Select resources and permissions

Find Roles By: Search

Name ^
Delegation of .

Description
This role grants the user the ability to review and approve Requisitions (financ. [More](#))

(CFS) Delegation of Authority Approver

1 Total

In the next section, **click on the person icon with the exclamation mark** to the left of the employee’s name.

3 Specify approving supervisor(s)

The list of users to specify resource sponsorship. Select self for all users

Last Name	First Name	Humb
 Herbert	Michael	mjh43

One or more required sponsors have not been assigned

A list of supervisors will appear, use the magnifying glass to the right to search for the employee’s supervisor, **select the supervisor**, then click **Continue**.

Select Supervisor

Last Name ^ First Name Job Department Job Title Email Address

In section 4, you may leave the selection as defaulted, then click **Submit Request** below section 5.

4 Specify access period

Rapp, Bethany Start: 07/24/2025 End: Permanent

Format: mm/dd/yyyy

5 Submit request

Enter optional comments below, then click Submit Request.

After the Request is submitted, you will be sent an email requesting signature via AdobeSign, agreeing to terms of being a DoA Approver.