Delegating Signing Authority to Alternate Process

Purpose: To outline the processes for delegating signing authority to an alternate to sign and approve items on your behalf. Please be aware there are 3 steps you must take to ensure full access is granted to the authorized individual.

1. **Set Up Alternate User in GEMS**
    a. Go to www.my.usf.edu
    b. Log in using your NetID and Password (if prompted)
    c. Click the tab that says "Business Systems"
    d. From the drop down options choose "GEMS"
    e. Click the "Employee Leave Details" square
    f. Once the page fully loads, click "My System Profile"
    g. In the "Alternate User" section, use the magnifying glass to look up the individual you are granting signing authority to and select their user ID. (see screen shot below)
    h. Set the start and end dates
    i. Click Save and you're done!

2. **Set up Alternate User in FAST**
   a. Go to www.my.usf.edu
   b. Click the tab that says "Business Systems"
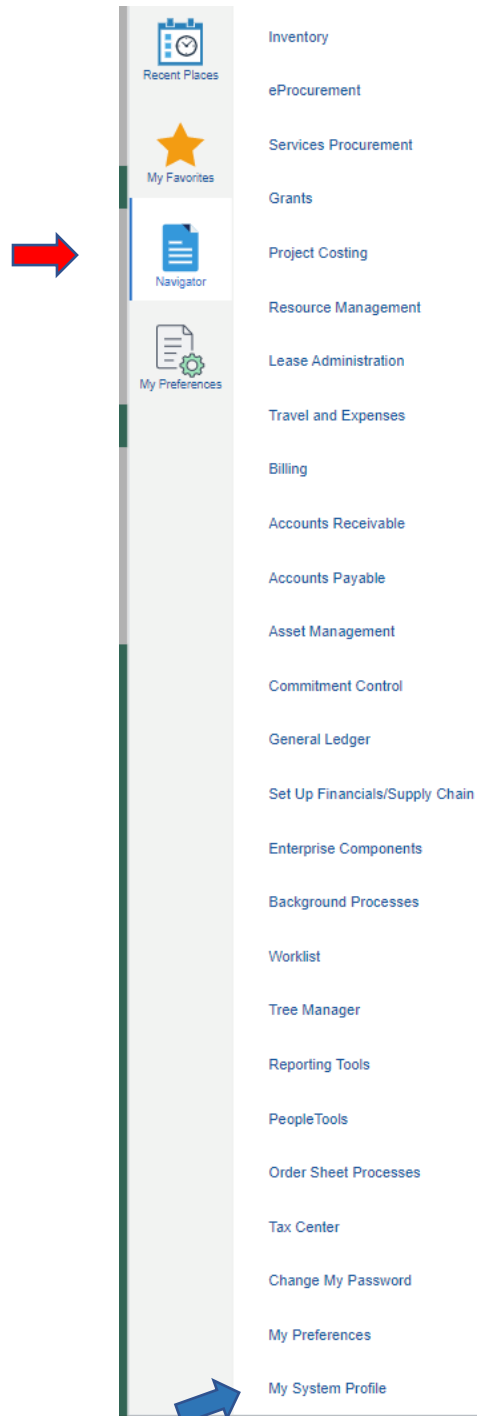   c. From the drop down options choose "FAST"
   d. Click the NavBar icon in the upper right corner of the screen (see icon on far right below)

USF UNIVERSITY OF SOUTH FLORIDA   ˅ USF Home Page   ⌂ 🔍 ⋮ ⊘
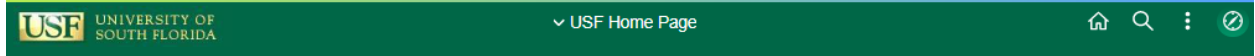
   e. Click the Navigator Icon (see red arrow below)
   f. Scroll down to the bottom and click "My System Profile" (see blue arrow below)

Recent Places
My Favorites
Navigator
My Preferences

Inventory

eProcurement

Services Procurement

Grants

Project Costing

Resource Management

Lease Administration

Travel and Expenses

Billing

Accounts Receivable

Accounts Payable

Asset Management

Commitment Control

General Ledger

Set Up Financials/Supply Chain

Enterprise Components

Background Processes

Worklist

Tree Manager

Reporting Tools

PeopleTools

Order Sheet Processes

Tax Center

Change My Password

My Preferences

My System Profile

g. In the "Alternate User" Section, use the magnifying glass to look up the authorized individual's user ID and select it. (See screen shot below)
h. Select the start and end dates.
i. Click save and you're done!

3. **Set up DocuSign Alternate**
   a. Login to www.docusgin.com
   b. Click your profile avatar on the upper right corner (see icon on far right below)

   c. Click "My Preferences"
   d. Click "Delegation"
   e. Click "Add Delegate"
   f. Enter the Start Date and End Date
   g. Search for authorized individual and select them.
   h. Click Add

The other option for DocuSign is to advise those who are sending documents to now list the alternate individual instead of you and go through any documents that are currently requiring your action