

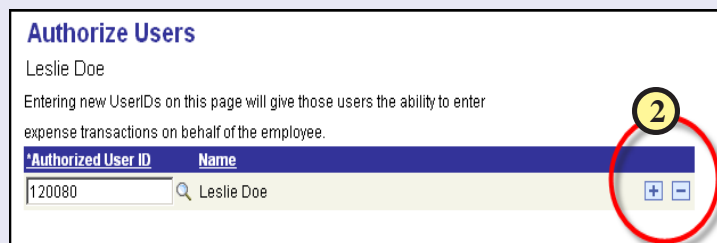
Authorize Others to Create Travel Forms on Your Behalf

If you want someone else to create and submit travel expense forms on your behalf, you have to authorize them in the PeopleSoft computer system to do so. This job aid shows you how to do that.

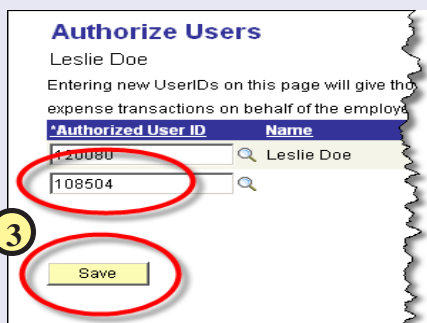
First, you must get on the Internet. Launch MS Internet Explorer and navigate to the district's PeopleSoft login screen: <https://dwa.sandi.net>. Once there, you must login with your SDUSD Employee ID number and your password. Then, follow these steps:



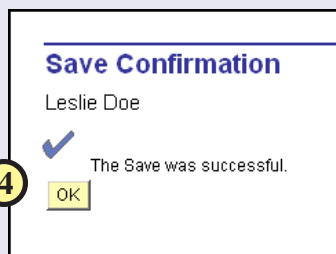
1. After arriving at the PeopleSoft main screen click this navigation: *Employee Self-Service* --> *Travel and Expenses* --> *User Preferences* --> *Delegate Entry Authority*



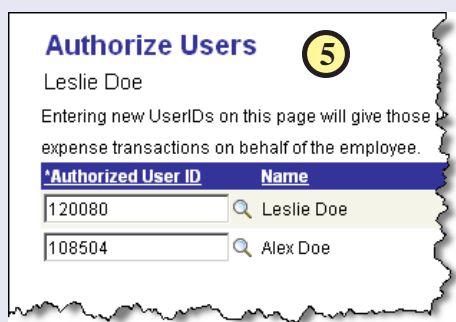
2. The line you see should have your own Employee ID # and name. That means the system recognizes you have authority to create travel forms for yourself. Click the **plus sign** on the right-hand side. That will create a new blank line where you can add the person you want to authorize.



3. In the new blank line, type the Employee ID number of the person who will be creating travel forms for you. Then, click the **Save** button in the lower-left corner.



4. Click the **OK** button on the Save Confirmation window.



5. The screen updates to show the name of the person you just authorized, added below your name. You're finished. That person will now be able to log in (as themselves, of course) and create travel forms on your behalf. You can navigate to a different screen, or log out of the system.