You can grant editing rights to a delegate (or delegates) under **Account settings**. Your delegate(s) will be able to log in (using their own credentials) and 'impersonate' you to manage and edit your records, which includes claiming/rejecting publications, manually adding publications, and editing publications.

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**Add Delegate**

**STEP 1**

Log in to [Symplectic Elements](#) using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

![Welcome, Mrs Karen Dean](image)

**STEP 2**

Select **Manage delegates** under **Menu > My Account > Account Settings**.
STEP 3

Enter the name of the delegate in the **Name (surname first)** field. Ensure you select the person’s name from the drop-down list once it appears. Click the **Add delegate** button to add the person.

![Add delegate screenshot](image)

STEP 4

The delegate’s name now appears under the **Delegates** heading.

![Delegates screenshot](image)
Remove Delegate

STEP 1
Log in to Symplectic Elements using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

STEP 2
Select Manage delegates under Menu > My Account > Account Settings.

STEP 3
Under the Manage Delegates heading, locate the name of the delegate you wish to remove.
STEP 4

Click the button to remove the delegate.

The delegate has been removed. A message at the top of the screen confirms this.