

# Assign a Delegate to Manage your Member Profile

This training document will teach you how to assign a delegate to manage your profile information and teach delegates how to manage data for another Labnodes member.

Keywords: [profile](#) [contact information](#) [publications](#)

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### Key Concepts

1. Assign a delegate
2. Act as delegate

Additional help is available at [labnodes@vanderbilt.edu](mailto:labnodes@vanderbilt.edu).

### Assign a delegate

You may assign someone other than yourself as a delegate and direct them to manage your profile, contact information and publications.

1. Log in and click on “assign one” in the Account Delegate section of your dashboard page, or go to <http://labnodes.vanderbilt.edu/member/manage-delegates/>.
2. If your delegate already has a Labnodes account, enter the last name of your delegate and select him/her from the list generated. If he/she does not have a Labnodes account, enter the delegate’s name and email address.
3. Click Add.
4. Your delegate will receive an email notifying him/her that he/she has been chosen to be your delegate.
5. He/she will be able to edit your Labnodes profile, contact information and publication data.

### Act as a delegate

Delegates may edit the profile, contact information and/or publications of their delegator.

1. If you have been assigned as a delegate for a Labnodes member you may manage his/her member profile, contact information and publications.
2. Log in and click on the delegator name under, “I manage accounts for” in the Account Delegate section on your dashboard page.
3. Click on the Actions button of your delegator’s profile page and select, “Profile, Contact, or Publications” from the drop down menu.
4. Edit the desired information and click Save.

## Attachment

 [Assign\\_a\\_Delegate\\_ver\\_2\\_3\\_1\\_jpc\\_r01.pdf](#) - Added on February 10, 2014 at 9:29 AM by Jill Lindner