

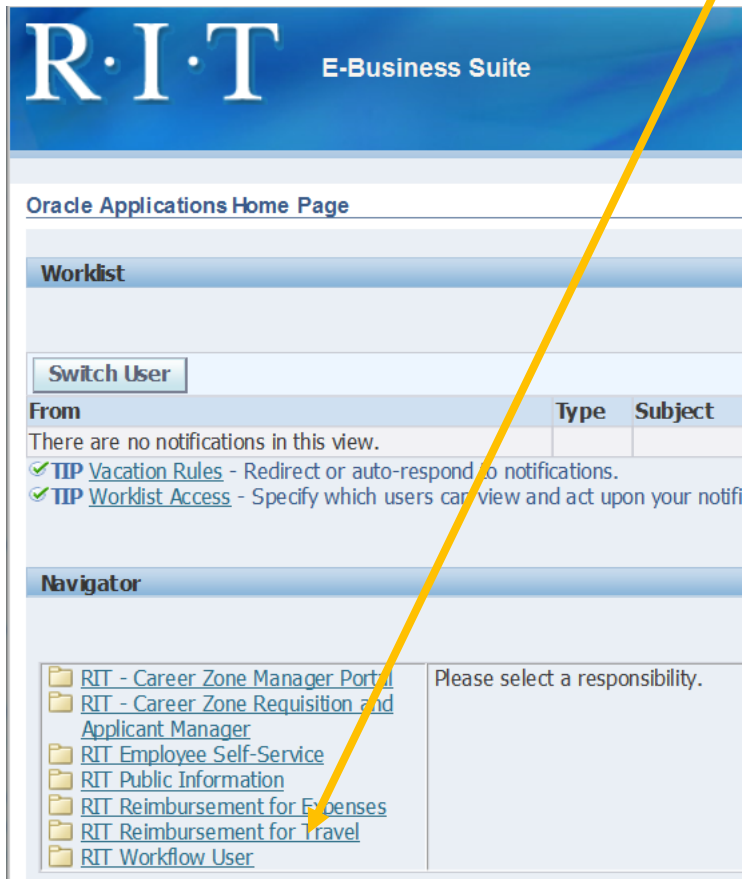
RIT | College of Art and Design

Oracle Access Authorization Steps

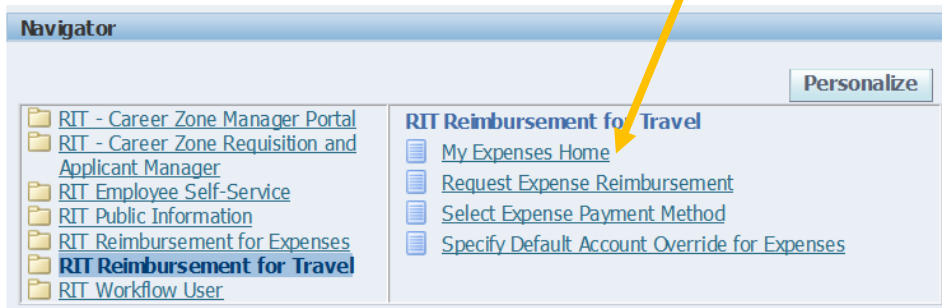
Steps for authorizing others to complete travel reimbursements on your behalf:

1. Logon to Oracle, <https://myinfo.rit.edu>

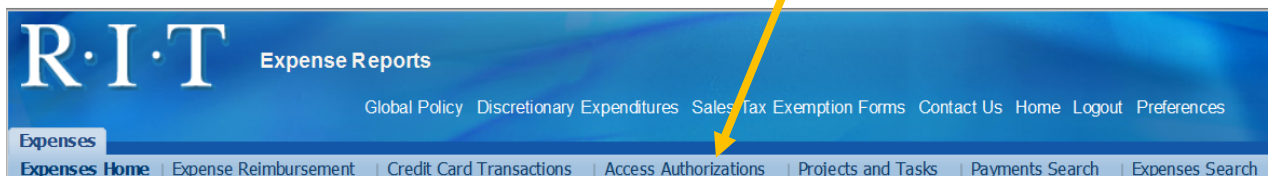
On the Home Page, under “Navigator”, click on “RIT Reimbursement for Travel”



2. In the right-hand column, click on “My Expenses Home”



3. Along the “Expenses” Menu Tab, click on “Access Authorizations”



4. Under “Expenses Entry Delegations”, click on “Add Another Row”

Expenses

Expenses Home | Expense Reimbursement | Credit Card Transactions | Access Authorizations

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

Name	Remove

Add Another Row

5. Within the empty field, type in the email address or last name of the first individual to be added, and click on the magnifying glass icon:

washburn

Add Another Row

Please add the following individuals:

- Sr. Staff Assistant's name
- Michele Washburn (mowpph@rit.edu)
- Andrew Schubart (atsfla@rit.edu)

6. Click in the radio button of the correct individual, and click on “Select”:

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name
<input type="radio"/>		Washburn, Michael D					Student Employment
<input checked="" type="radio"/>		Washburn, Michele O					CLAS Dean's Office

7. As needed, repeat Steps 4 through 6.