# $RIT \mid \mbox{College of Art}$ and Design

# **Oracle Access Authorization Steps**

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

- 1. Logon to Oracle, <u>https://myinfo.rit.edu</u>
  - On the Home Page, under "Navigator", click on "RIT Reimbursement for Travel"

| R·I·T E-Busing  | ess Suite                        | 2                    |                |
|---|----------------------------------|----------------------|----------------|
| Oracle Applications Home Page   |                                  | -/                   |                |
| Worklist  |                                  |                      |                |
| Switch User<br>From   |                                  | Туре                 | Subject        |
| There are no notifications in this view.<br><b>TIP</b> <u>Vacation Rules</u> - Redirect or auto-res<br><b>TIP</b> <u>Worklist Access</u> - Specify which user   | spond to notifi<br>s car view an | cations.<br>d act up | on your notifi |
| Navigator   |                                  |                      |                |
| <ul> <li>RIT - Career Zone Manager Portal</li> <li>RIT - Career Zone Requisition and<br/>Applicant Manager</li> <li>RIT Employee Self-Service</li> <li>RIT Public Information</li> <li>RIT Reimbursement for Expenses</li> <li>RIT Reimbursement for Travel</li> <li>RIT Workflow User</li> </ul> | Please select                    | t a resp             | onsibility.    |

## 2. In the right-hand column, click on "My Expenses Home"

| Navigator   |  |
|---|--|
| PT PTT - Career Zone Manager Portal   | Personalize  |
| <ul> <li>RIT - Career Zone Requisition and<br/>Applicant Manager</li> <li>RIT Employee Self-Service</li> <li>RIT Public Information</li> <li>RIT Reimbursement for Expenses</li> <li>RIT Reimbursement for Travel</li> <li>RIT Workflow User</li> </ul> | My Expenses Home     Request Expense Reimbursement     Select Expense Payment Method     Specify Default Account Override for Expenses |

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

| R.I.T Expense Reports              |   |  |  |  |  |  |  |  |
|------------------------------------|---|--|--|--|--|--|--|--|
| Emonyor                            | Global Policy Discretionary Expenditures Sales Tax Exemption Forms Contact Us Home Logout Preferences           |  |  |  |  |  |  |  |
| Lipenses                           |   |  |  |  |  |  |  |  |
| Expenses Home   Expense Reimbursem | ent   Credit Card Transactions   Access Authorizations   Projects and Tasks   Payments Search   Expenses Search |  |  |  |  |  |  |  |

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



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

| washburn        | <u>ч</u> |
|-----------------|----------|
| Add Another Row |          |

#### Please add the following individuals:

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

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

| 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 Full Name  washburn Go |                 |                        |                    |                             |              |               |                       |
|---|-----------------|------------------------|--------------------|-----------------------------|--------------|---------------|-----------------------|
| Results   |                 |                        |                    |                             |              |               |                       |
| Select  | Quick<br>Select | Full Name              | Employee<br>Number | Contingent Worker<br>Number | User<br>Name | Email Address | Organization<br>Name  |
| 0   | <b></b>         | washburn, Michael<br>D |                    |                             |              |               | Student<br>Employment |
| 6   |                 | Washburn, Michele<br>O |                    |                             |              |               | CLAS Dean's Office    |
|   |                 |                        |                    |                             |              | 6             | uncol Coloct          |

7. As needed, repeat Steps 4 through 6.