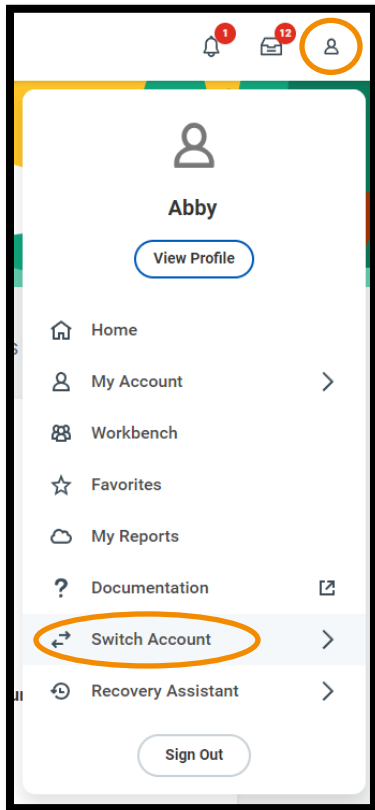# Getting Started: Acting As a Delegate

Once the delegator has set up the delegation, the delegate can now take actions. In order to act as the delegator, the delegate must:
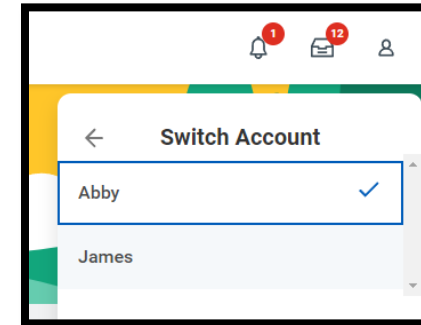
1. Click on the **Profile** icon.
2. Select **Switch Account**.

Remember that Delegation is **different** than Matrix Management and Administrative Support Security.

This job aid only covers Delegation.

3. Select the name of the delegator to act on behalf of:

If the **Switch Account** option isn't available, try closing your browser entirely and then go back into Workday.

4. The delegation dashboard will appear. **This displays only the reports and tasks the delegate has access to.**

5. **Depending on the access established by the delegator**, the delegate may also select the **inbox icon** to take action on some items in the delegator's inbox.
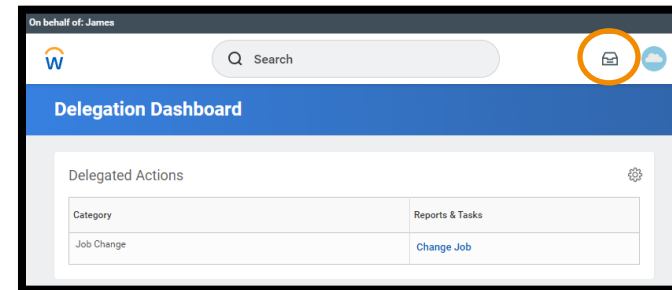
For more information, refer to the job aid(s) specific to the transaction type you need to process. Job aids available at our Workday Training site.