



Manager Self-Service

Designating an Alternate Approver when on Leave or Vacation

Main Menu > My System Profile

Instructions

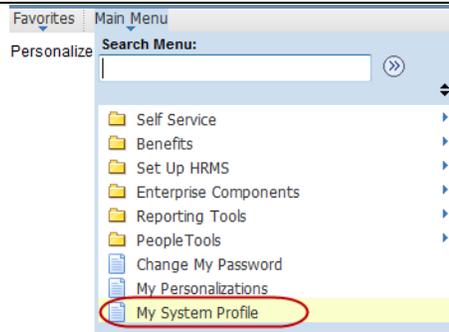
ACORN Page

PURPOSE: To designate an alternate approver for training requests. As a manager/supervisor, you are responsible for approving/denying training requests submitted by a direct report. If you know that you will be unavailable to act on those requests because you will be on leave or on vacation, you can designate someone else to approve/deny requests in your absence.

The process is as follows:

- Log into ACORN.
- Navigate to 'My System Profile'.
- Select or Tab to the 'Alternate User ID' field.
- Find and select the alternate approver User ID.
- Enter a 'From' and 'To' date.
- Save your changes.
- The 'Alternate User ID' you select will now receive emails when your direct report submits a training request.

1. From the Main Menu, find and select 'My System Profile'.





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[Main Menu](#) > [My System Profile](#)

Instructions

2. This is your ACORN user profile where you can designate an Alternate User ID. Tab to, or click in the 'Alternate User ID' field.

3. Click the search icon. This is where you will search and select the alternate approver.

ACORN Page

Favorites | Main Menu > My System Profile

General Profile Information

Bugs for Demo Purposes

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: USD

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example:12/31/2000)

To Date: (example:12/31/2000)

Workflow Attributes

Email User Worklist User

Favorites | Main Menu > My System Profile

General Profile Information

Bugs for Demo Purposes

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

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Currency Code: USD

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example:12/31/2000)

To Date: (example:12/31/2000)

Workflow Attributes

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Manager Self-Service

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[Main Menu](#) > [My System Profile](#)

Instructions

- If you happen to know the alternate User ID, you can enter it in the 'begins with' field. If not, select 'Description' from the drop down. Tab to the 'begins with' field.

ACORN Page

Look Up

Look Up Alternate User ID

Search by: **User ID** begins with

[Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

User ID	Description
HBN	[PS] Benefits - User
HCO_KUZ008	[PS] Jeanette Anna Lee - MGR
HCO_KUZ009	[PS] Eduardo B Campos - MGR
HCO_KUZ010	[PS] Nathalie Lamoreaux - EE
HCO_KUZ011	[PS] Sanjay A Bidar - EE
HCO_KUZ012	[PS] Samantha Trebotowski - EE
HCO_KUZ013	[PS] Catherine Richards - MGR
HCO_KUZ014	[PS] Julie Campos - EE
HCO_KUZ017	[PS] Anthony J Bracco - MGR

- Enter the first and last name of your designated Alternate User ID, and then click 'Look Up'. The system will search for matches to the name you entered. Those matches are displayed.

Look Up

Look Up Alternate User ID

Search by: Description begins with **kermit**

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Description	User ID
Kermit the Frog	kfrog



Manager Self-Service

Designating an Alternate Approver when on Leave or Vacation

[Main Menu](#) > [My System Profile](#)

Instructions

6. Find the correct match, and select it.

ACORN Page

Look Up

Look Up Alternate User ID

Search by: Description begins with

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Description	User ID
Kermit the Frog	kfrog

7. You have now selected the Alternate User ID. This is the person that will receive training request emails in your absence.

[Favorites](#) | [Main Menu](#) > [My System Profile](#)

General Profile Information

Bugs Bunny

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English
My preferred language for reports and email is: English

Currency Code:
Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:
From Date: (example: 12/31/2000)
To Date: (example: 12/31/2000)

Workflow Attributes

Email User Worklist User



Manager Self-Service

Designating an Alternate Approver when on Leave or Vacation

[Main Menu](#) > [My System Profile](#)

Instructions

8. Tab to, or click in the 'From Date:' field. This is the start date of your leave.

ACORN Page

Favorites | Main Menu > My System Profile

General Profile Information

Bugs Bunny

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

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Currency Code: USD

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: kfrog

From Date: (example:12/31/2000)

To Date: (example:12/31/2000)

Workflow Attributes

Email User Worklist User

9. Enter the start date of your leave. Then tab to the 'To Date:' field.

Favorites | Main Menu > My System Profile

General Profile Information

Bugs Bunny

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: USD

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: kfrog

From Date: (example:12/31/2000)

To Date: (example:12/31/2000)

Workflow Attributes

Email User Worklist User



Manager Self-Service

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[Main Menu](#) > [My System Profile](#)

Instructions	ACORN Page
<p>10. Enter the 'To Date:' for your leave. This is the date you will return to work and want to start receiving approval requests again.</p>	<p>The screenshot shows the 'General Profile Information' page for 'Bugs Bunny'. It includes sections for 'Password', 'Personalizations', 'Alternate User', and 'Workflow Attributes'. The 'Alternate User' section is highlighted, showing 'Alternate User ID: kfrog', 'From Date: 06302014', and 'To Date: 07112014'. The 'To Date' field is circled in red.</p>
<p>11. Scroll to the bottom of the page and select SAVE.</p>	<p>A blue 'Save' button with a floppy disk icon.</p>