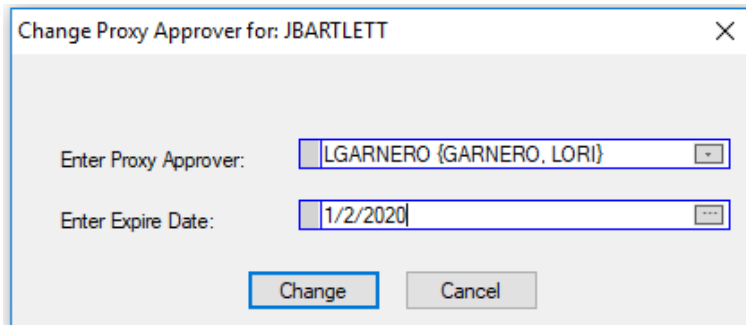


Shasta County Office of Education

Proxy an Approver

1. From the **Home Page (SCOE logo on it)**
2. Select **Action**
3. Select **My Settings**
4. Select **Change Proxy Approver**



Change Proxy Approver for: JBARTLETT

Enter Proxy Approver: LGARNERO {GARNERO, LORI}

Enter Expire Date: 1/2/2020

Change Cancel

5. **Enter Proxy Approver:** Select desired approver from drop down menu at the end of field
6. **Enter Expire Date:** Enter proxy through date
7. Press **Change** button ~ *Your proxy approver is now active and will be effective through the date entered in the Enter Expire Date field.*