

## How to Add a Delegate in ChromeRiver

1. Log into ChromeRiver on my USI. If you have made ChromeRiver a shortcut on your left sidebar, click on 'Tools' and search for ChromeRiver.
2. In upper right-hand corner, click on your name and select Account Settings
3. On the left, select Delegate Settings
4. Select Add New Delegates You can search by last or first name to add Zoe Meuth.
5. Notify Zoe that she has been added as a delegate ([zmeuth@usi.edu](mailto:zmeuth@usi.edu)).

### Note:

- 1.