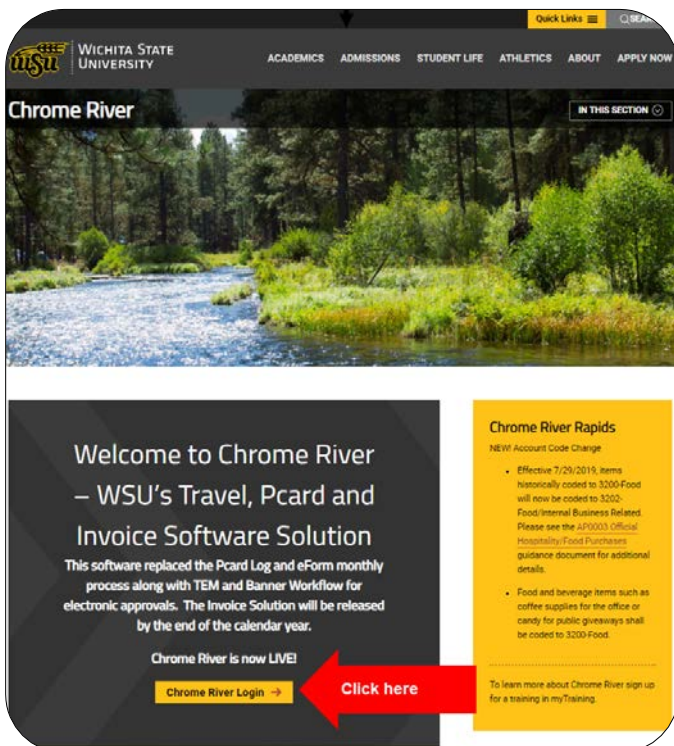# How to Add a Delegate

Chrome River Web Page
Wichita.edu/cr

(If you are already logged in to Chrome River, skip to step #8).

1. Navigate to the Chrome River web page. Click the Chrome River Login button.

2. You will be redirected to the following sign on page.
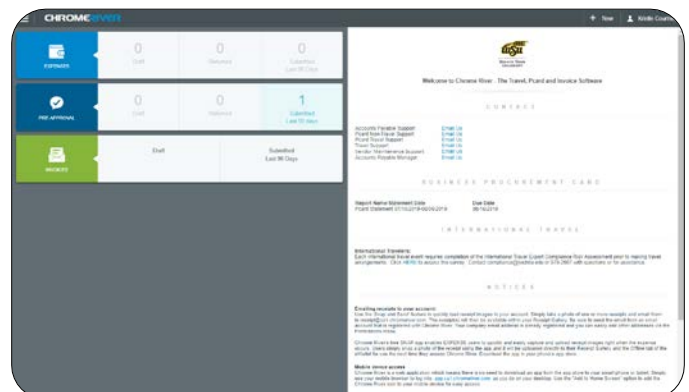

3. Enter your user name in the following format: myWSUID@wichita.edu

4. Enter your myWSU password.

5. Click the Sign in button.

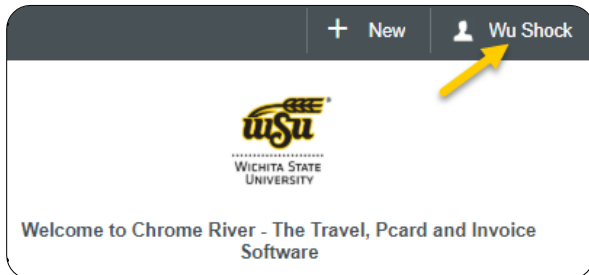6. Proceed with the DUO authentication.

7. You will be taken to the Chrome River landing page.
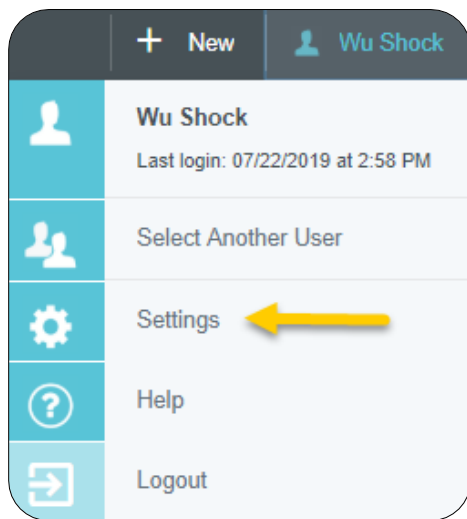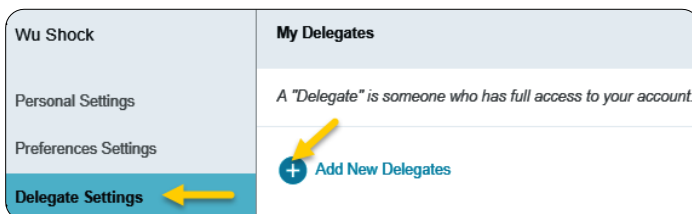
Add a Delegate

8. Tap your name in the upper right corner of the Chrome River landing page after logging in.
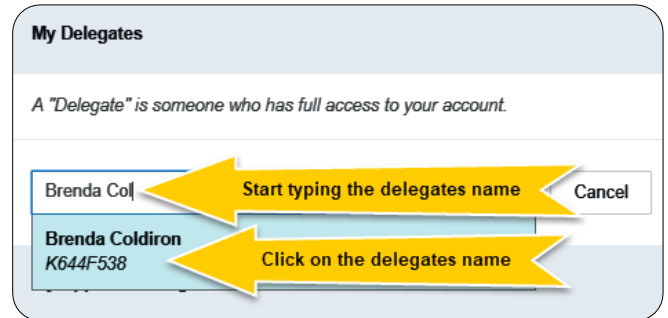

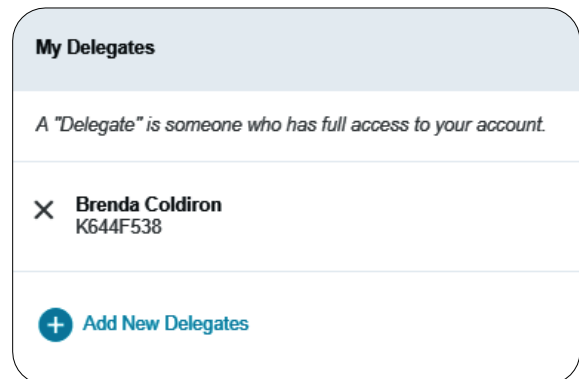9. Tap **Settings** in the drop down menu that appears.

10. Tap **Delegate Settings**, then tap **Add New Delegate**

11. Start typing the delegates name in the search box and click on the delegates name when it appears.

12. The delegate has now been assigned.

13. Click your name in the upper right corner and select **Logout** to exit the Chrome River system.