# Quick Reference

## 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 <u>Chrome River</u> 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.

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### 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.

My Delegates	
A "Delegate" is someon	ne who has full access to your account.
Brenda Col	Start typing the delegates name Cancel
Brenda Coldiron K644F538	Click on the delegates name
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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.

