Sharing Permissions

*Only managers can share permissions within the MyPath system.
*Managers can only share permissions with someone within their department

The share permissions feature in MyPath allows managers to delegate permissions to an employee within their own department. Consider sharing your permissions with a delegate when you are expected to be on leave for a length of time or if you have team supervisors/assistant managers. Permissions range from assigning training to pulling learning reports. Carefully read the permissions description page to ensure the correct permissions are being given.

Step 1: Log into MyPath.
Step 2: Hover over **gear** symbol located on the top right of the page
Step 3: Click **My Account**
Step 4: Click **Options** drop down and click **Share Permissions**
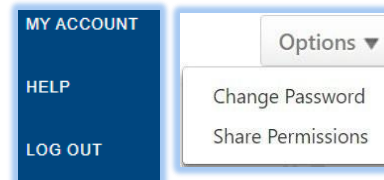
Step 5: Search and select **Delegate**(s) *(More than one employee can be selected at once)*
Step 6: Select all employees you want to give access to
Step 7: Click **Define Access by Permission** *(not necessary if all permissions are being shared)*
Step 8: Select all permissions you would like to delegate. *(review permission description page)*
Step 9: Click **Add Delegates**

*If more access to a department is needed, please contact your HRBP to submit a **MyPath Role Request Form**.*

Permissions Description

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Standard Permissions	Description
Snapshot – Goals	Enables user to view the Goals widget and subpage within the Universal Profile
Snapshot – Development Plans	Enables ability to view progress of Development plans
Snapshot – Competencies	Enables user to view the Competencies widget and subpage within the Universal Profile
Snapshot – Reviews	Enables user to view the Reviews widget and subpage within the Universal Profile
Snapshot Main - View	Enables user to view the Snapshot page for users within their permission constraints
Feedback	Enables user to view the Feedback page of the Universal Profile and to post feedback.
Bio Resume – View	Enables user to view the Bio
Bio About – View*	Enables user to view the Bio page for users within their permission constraints
Goals Delegation Permission	Ability to assign goals to employees

Standard Permissions	Description
MyTeam Performance Review	Enable access to view performance teams reviews
MyTeam Goals	Enables ability to view, edit and manage teams' goals
Subordinates Preference - Manage	Grants the ability to manage Development Plan Preferences
Employee Transcripts – * Manager/Approver Access	Grants access to employee's transcript
Past Training Reports	Grants access to past training reports
Track Employees – Training Status Summary Report	Enables access to the Training Progress Pie Chart
Approve Training by Manager	Enables ability to approve training requests of those for whom the user is the designated manager.
Assign Training	Enables ability to assign learning objects to selected employees

- Because sharing permissions is not dynamic, the manager will need to update the shared permissions to include new members of the team.
- By default all performance and learning permissions are granted *including the employee's performance reviews*. Use the Define Access by Permission button to specify which permissions you want to share.
- A manager's manager can share their employees' permissions by adding the delegate, selecting the manager and clicking the include subordinate's checkbox.
- When sharing permissions to employee's transcripts, both the **Transcript view** and **Bio About** permissions must be checked.
- Remove delegates when permissions are no longer needed.