

Sharing Permissions

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The sharing permissions feature in MyPath allows managers to delegate permissions to an employee within their own department. Permissions range from assigning trainings to pulling learning reports. Please read the [permissions description](#) page to ensure the correct permissions are being given.

Note

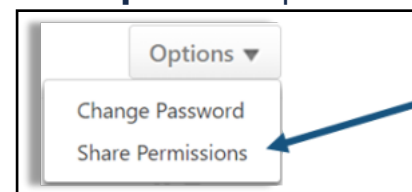
- Only managers can share permissions within the MyPath system.
- Managers can only share permissions with someone within their department
- If more access to a department is needed, please contact your HRBP to submit a [MyPath Role Request Form](#).

Sharing Permissions

1. **Log** into MyPath.
2. Click on **gear** symbol that located on the top right of the page.



3. Click **option** drop down and click share permissions.



4. **Search** and **select** delegate(s) *(More than employee can be selected at once).*
5. **Select** all employees you want to give access to.
6. **Click Define Access by Permission** **(not necessary if all permissions are being shared).**
7. **Select** all permissions you would like to delegate. *(please review permission description page).*
8. **Click Add Delegates.**



Permissions Description

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 – View and Post	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

Best Practices

- Because sharing permissions is not dynamic, the sharer will need to update the shared permissions to include new members of the team.
- Please be aware of sharing permissions to you employee's reviews. If you do not specify which permissions you want to share, the delegate of your permissions will also have access to employee's reviews.
- A manager's manager can share their employees' permissions for them 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 when defining permission.
- Keep up to date with your permissions sharing and remove delegates when permissions are no longer needed.
- Assistant managers do not receive access to employees automatically and may be the best option for sharing your permissions.
- Consider sharing your permissions with a delegate when you are expected to be on leave for a length of time.

Related articles

- [Affiliate Onboarding Guide](#)
- [Learning Assignment Tool \(LAT\)](#)
- [Sharing Permissions](#)
- [External Login instructions](#)
- [System Access](#)

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