

## Alternate User Setup: Quick Guide

If you will be temporarily unavailable to approve items in your workflow, you can select an alternate user to receive your form routings for a date range. You can make this change under My System Profile in Gemini HCM and FMS.

**General Profile Information**  
Amber Andrews  
**Password**  
Change password  
Change or set up forgotten password help  
**Personalizations**  
My preferred language for PIA web pages is: English  
My preferred language for reports and email is: English  
Currency Code: USD  
Default Mobile Page:

**Alternate User**  
If you will be temporarily unavailable, you can select an alternate user to receive your routings.  
Alternate User ID: exb180000-utd  
From Date: 09/06/2019 (example: 12/31/2000)  
To Date: 12/01/2019 (example: 12/31/2000)

**Workflow Attributes**  
☒ Email User    ☒ Worklist User  
Miscellaneous User Links

**Email**  

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	axa132831@utdallas.edu	+	-
<input type="checkbox"/>	Other	axa132831@utdallas.edu	+	-

**IM Information**  

Protocol	XMPP Domain	UserID	Password		
XMPP		axa132831	.....	+	-