



**CIMVHR  
FORUM  
ICRSMV**

**CREATING AN ACCOUNT  
DELEGATE IN  
TWO EASY STEPS**



**CIMVHR**

Canadian Institute for Military  
and Veteran Health Research

**ICRSMV**

L'Institut canadien de recherche sur  
la santé des militaires et des vétérans



## CREATING AN ACCOUNT DELEGATE IN TWO EASY STEPS

1. Should you wish to delegate a colleague/co-author to your account to submit an abstract on your behalf, click on “Add an account delegate” and follow the instructions.

**Please note that your account delegate must have completed a CIMVHR Researcher Profile.**

The screenshot shows the user profile page for Michelle Daigle. The page has a red header with navigation tabs: 'Call for Abstracts - Forum 2022', 'Abstracts', and 'Update Profile'. The user's name 'Michelle Daigle' and affiliation 'NA CIMVHR' are displayed. A blue button labeled 'Add an account delegate' is highlighted with a yellow circle. To the right, there are sections for 'My Abstracts' and 'Co-Authored Abstracts', both showing 'No submitted abstracts' and 'No co-authored abstracts' respectively. A 'Submit New Abstract' button is visible in the 'My Abstracts' section.

2. A) Type the name of the colleague in the required field and click “Add”.  
B) The account delegate will receive an email, informing them that they have been named as a delegate to the account.  
C) You can see who you have assigned as account delegate under “Account Delegates”.

The screenshot shows the 'Add an account delegate' modal form. The form has a title 'Add an account delegate' and a close button. The 'Name of delegate' field is highlighted with a yellow circle and contains the text 'Testing Tester'. Below the field is a green checkmark icon. At the bottom of the modal, there are two buttons: 'Add' (highlighted with a yellow circle) and 'Cancel'. The background shows the user profile page with the 'Add an account delegate' button highlighted.



## CREATING AN ACCOUNT DELEGATE IN TWO EASY STEPS

**B**



CIMVHR Forum Team <abstracts@cimvhr.ca>  
To [redacted]

### CIMVHR Abstract Submissions Forum 2022 Account Delegate

You have been added as an account delegate for Michelle Daigle. To login and submit an abstract go to:

- [Forum 2022 Abstract Submissions](#)

**C**



**Michelle Daigle**

Queen's University

NA

CIMVHR

[Add an account delegate](#)

Account delegates

Testing Tester

[Remove](#)

#### My Abstracts

[Submit New Abstract](#)

Abstract ID	Title of Presentation	Status
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No submitted abstracts

#### Co-Authored Abstracts

Abstract ID	Title of Presentation	Status
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No co-authored abstracts