

RAD (Role Access Delegation)



1 From the Employee Portal, select the icon for Role Access Delegation.

2 Facilities MOJO Designee will be one of the options where you can assign designees to submit work requests and to approve work requests.

Facilities MOJO Designee

Grant Ability to Approve Facilities MOJO Work Requests

Designee:

Designee:

Designee:

Grant Ability to Submit Facilities MOJO Work Requests

Designee:

Designee:

Designee:

Designee:

Designee:

Notes

- You may select up to five designees that can submit work requests in the MOJO system.
- You may select up to three designees that can approve work request in the MOJO system.
- Approved work requests will then go to the Building Engineers for evaluation and/or repairs.
- Designees can be changed at any time.
- As with other delegation areas, the list will be pre-populated with employees at your school.