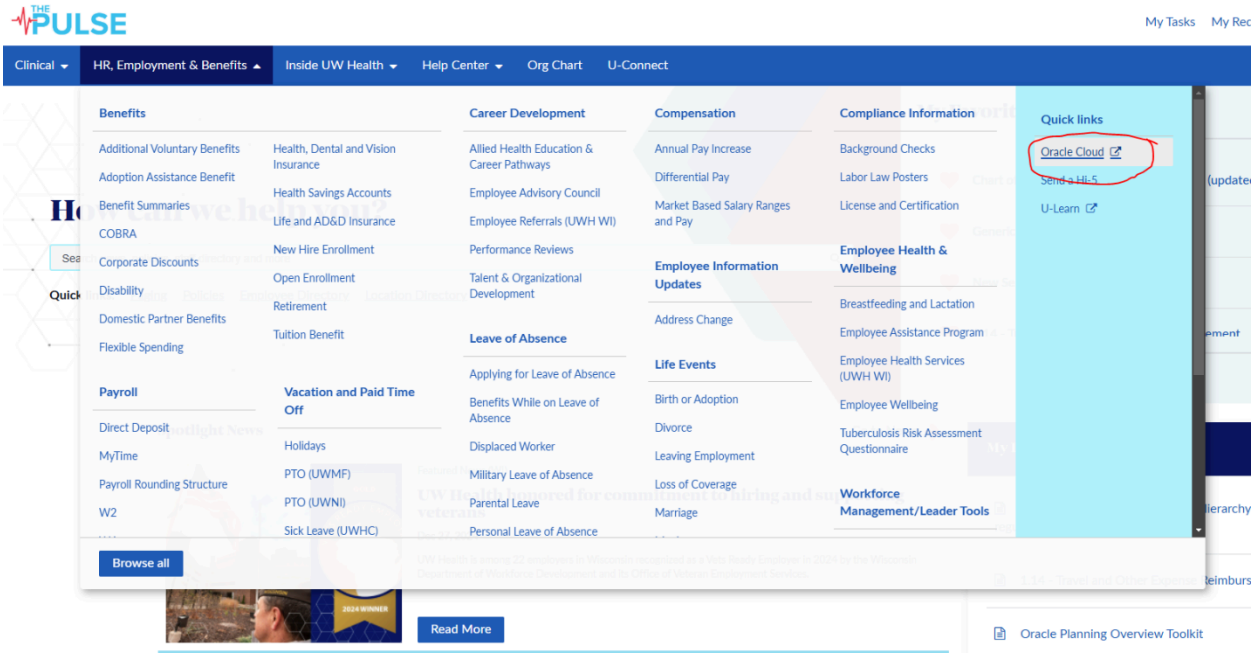
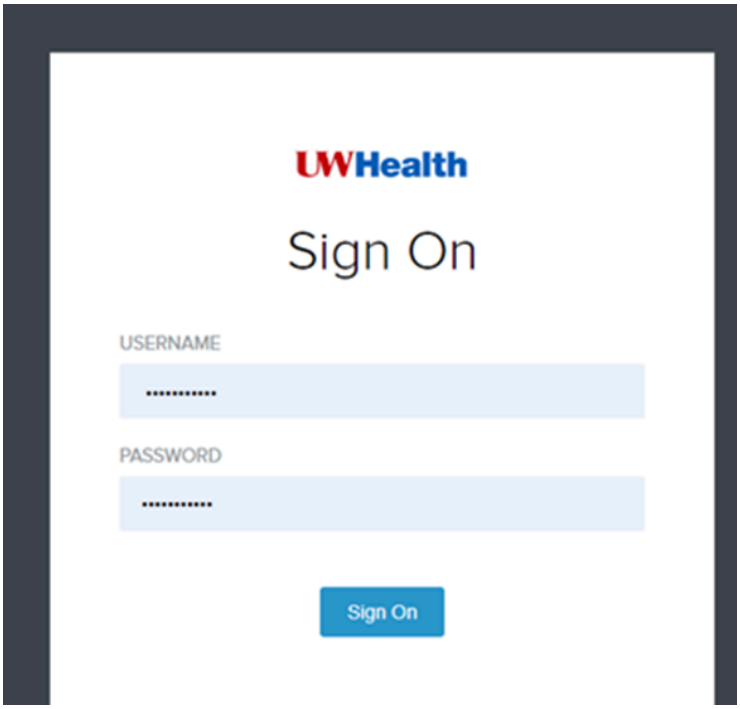
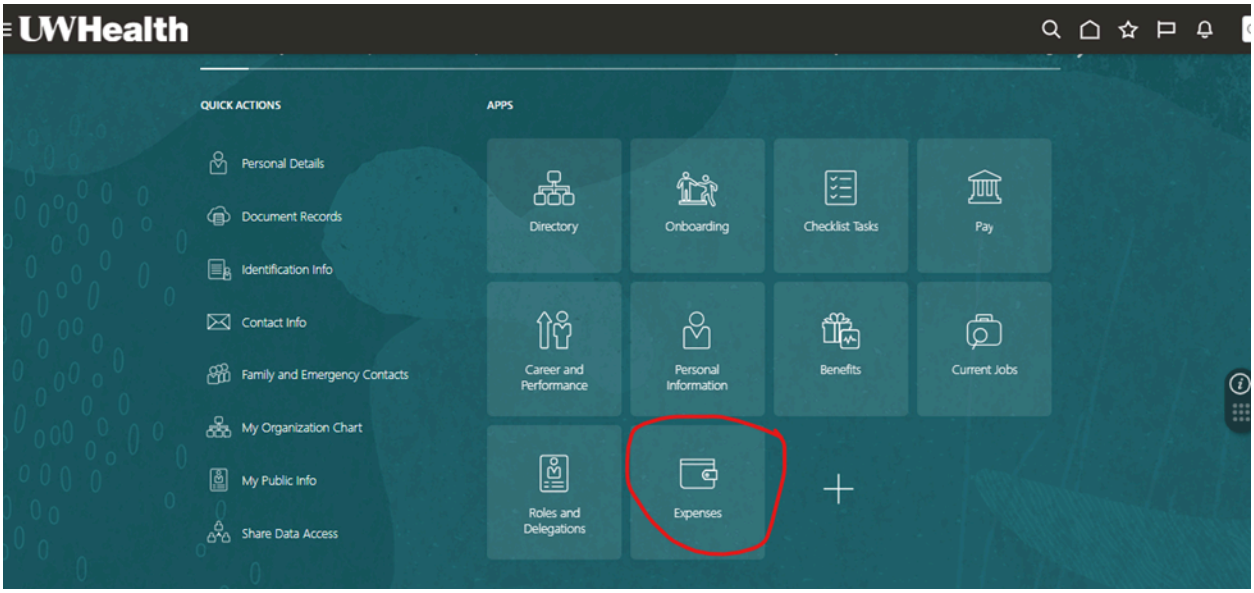
See instructions below. Double check it takes because it tends not to.

Please navigate to Pulse: https://pulse.uwhealth.org/ Under the Quick Links tab (top, far right) there will be an option for "Oracle Cloud". Please click this, then log into the Oracle sign-on screen with your UW Health username and password.

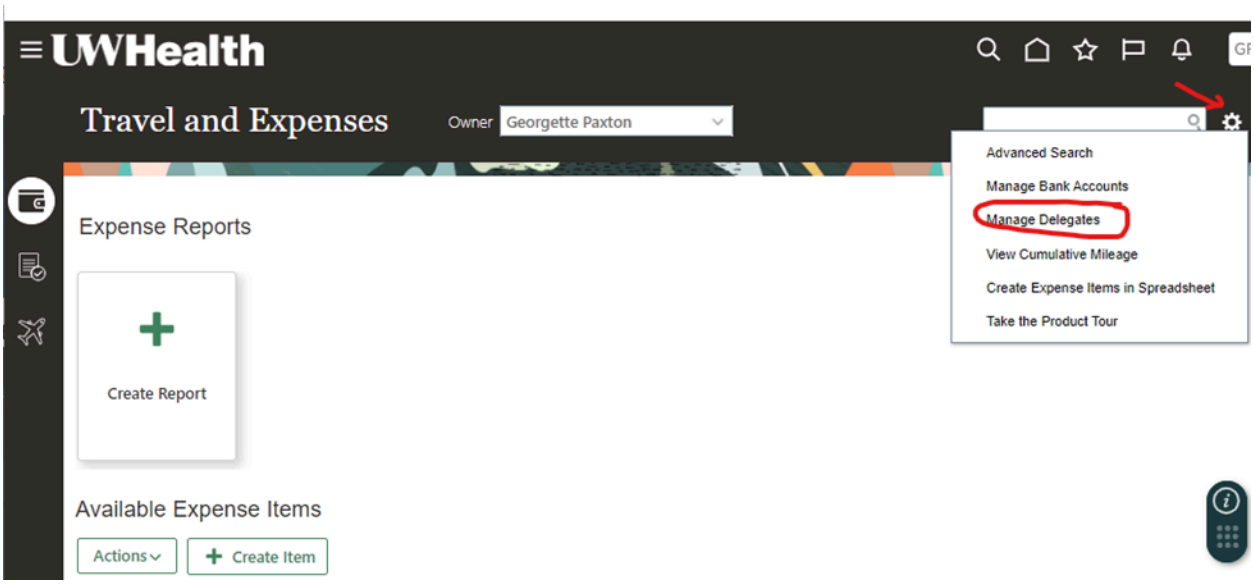




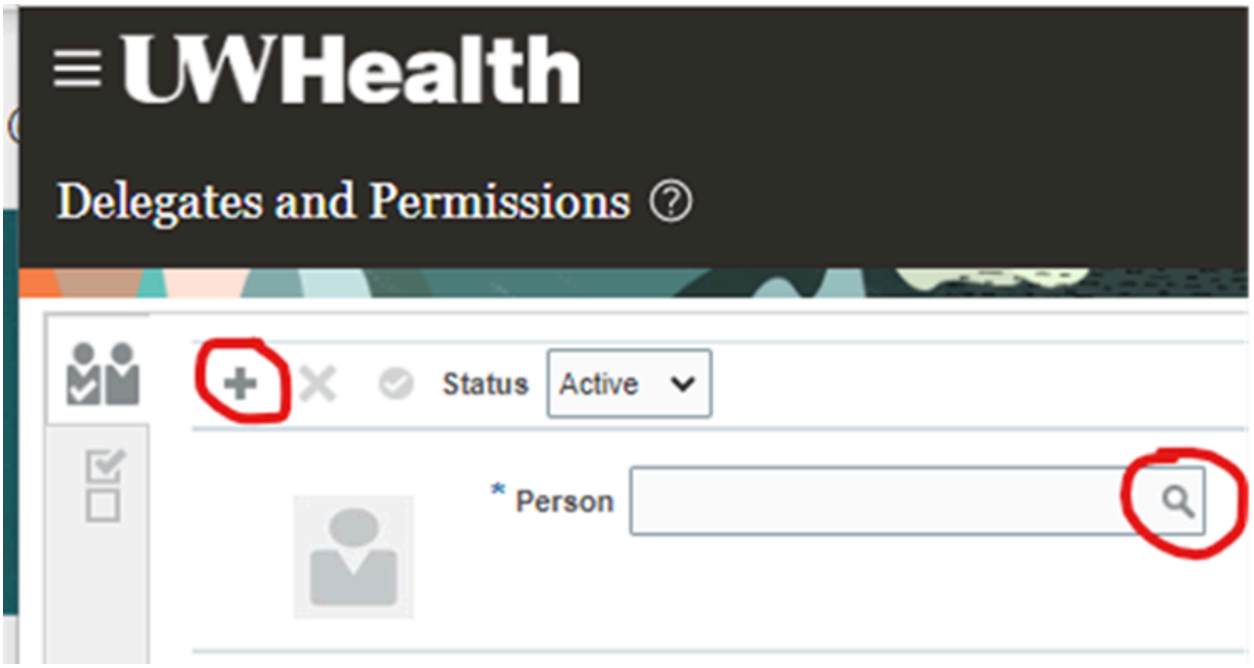
You will then see a green dashboard: Click the box for EXPENSES.



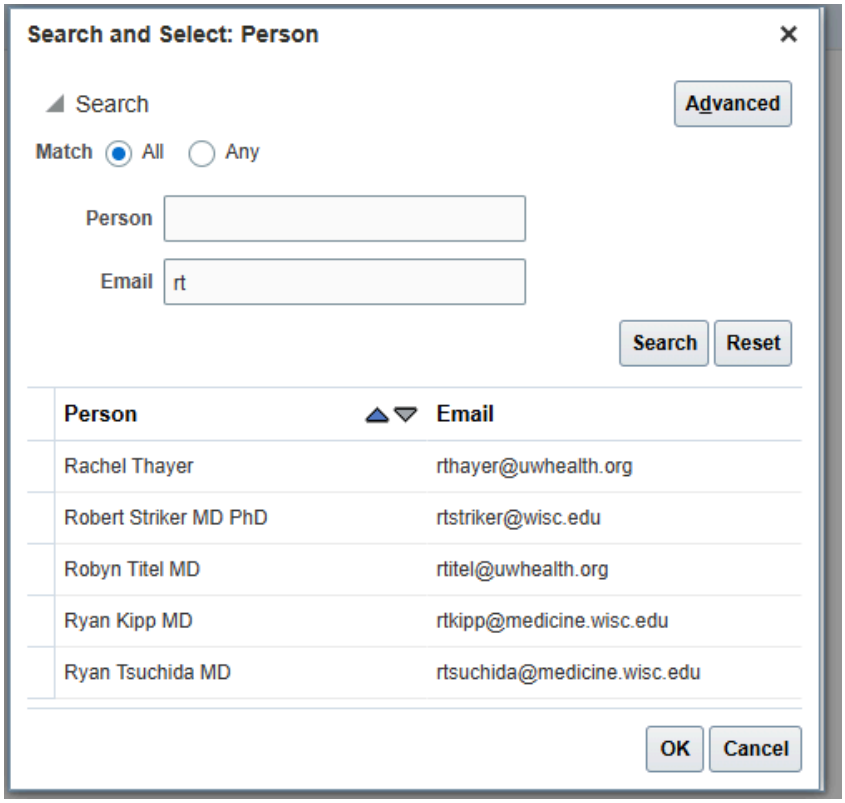
On the Travel and Expenses screen, click the gear icon on the top right, then click MANAGE DELEGATES.



Then click the Plus Sign + on the top left. A "Person" line will appear. Click on the Magnifying Glass.



In the search box that appears, change the search type to Advanced (button under the X) and change the person or email criteria to CONTAINS.



Type the first two initials in the email search box ('rt') and it should display my info in the results. Please look for Robert Cramer and or rtcramer@wisc.edu. Select my name and click on OK, make sure it takes. It might take one or two clicks.