

## Act As a Department Card Manager (DCM) Delegate in TCS

When acting as a DCM, you will see a phrase that begins with “acting as...” next to your name and netid (e.g., *James Murphy(jmurphy9) acting as Jennifer Stewart*) in the upper right corner of the **T-Card Solution (TCS)** system screen. When the delegation (acting as a DCM) session has ended, the display will return to the user’s name and netid (e.g., *James Murphy(jmurphy9)*).

Step	Task
1.	Login to the <b>TCS</b> system at <a href="https://appserv6.admin.uillinois.edu/tcard/">https://appserv6.admin.uillinois.edu/tcard/</a> .
2.	Click the <b>Act As</b> link.
3.	Select the name to act as under the <b>Name:</b> field.  <b>NOTE:</b> If the name of a DCM is not on the list, the delegation has not been established. See the P-Card <a href="#">Create A Delegation</a> job aid at <a href="http://www.obfs.uillinois.edu/training/materials/p-card/">www.obfs.uillinois.edu/training/materials/p-card/</a> for setup instructions.
4.	Click the <b>Submit</b> button.  <b>NOTE:</b> Perform DCM tasks before ending the delegation session.
5.	Click the <b>Act As</b> link to end acting as a DCM.
6.	Click the <b>Reset</b> button.
7.	Click the <b>Logout</b> link to exit.

For more information, contact UPAY Card Services at:  
Phone: (217) 244-9300 or (800) 260-9113  
Fax: (217) 239-6735  
Email: [cco@uillinois.edu](mailto:cco@uillinois.edu)