

Request Access to the NOAEPAF Form (to update Supervisor Information in Banner)

Before updating supervisor information in the NOAEPAF Form you must have access to this form. If you do not have access here's how you can request it:

1. Go to Banner Guide: <http://bg.uoregon.edu>.
2. Click on the Access tab at the top of the page.
3. Scroll down to "Access to Additional Banner Forms/Reports" and click on: [FIS/HRIS User Profile Form](#).
4. Select "Add FIS/HR/AR job functions" and complete the required fields at the top of the form (with the red asterisks).
5. Scroll down 2/3 of the page and select "Electronic Approvals" under HRIS Job Functions.
6. In the "Remarks" field, please type Access to Supervisor Maintenance EPAF.
7. Click the "Save" button at the bottom of the form.
8. Once you have saved the form, a window will come up and ask you to add your Dean/Director to the "Edit" field. Add the required information in the Signature Row page and then click the "Save" button.
8. Scroll to the bottom of the page and click "Send Document" – it will then be sent to the designated email.
9. Electronically sign the document via emailed instructions.
10. Close the window or log out of the site.