To request your EPAF roles:

**Request epaf roles**

1. Go to **my.unm.edu** and enter your **NetID** and **Password**.

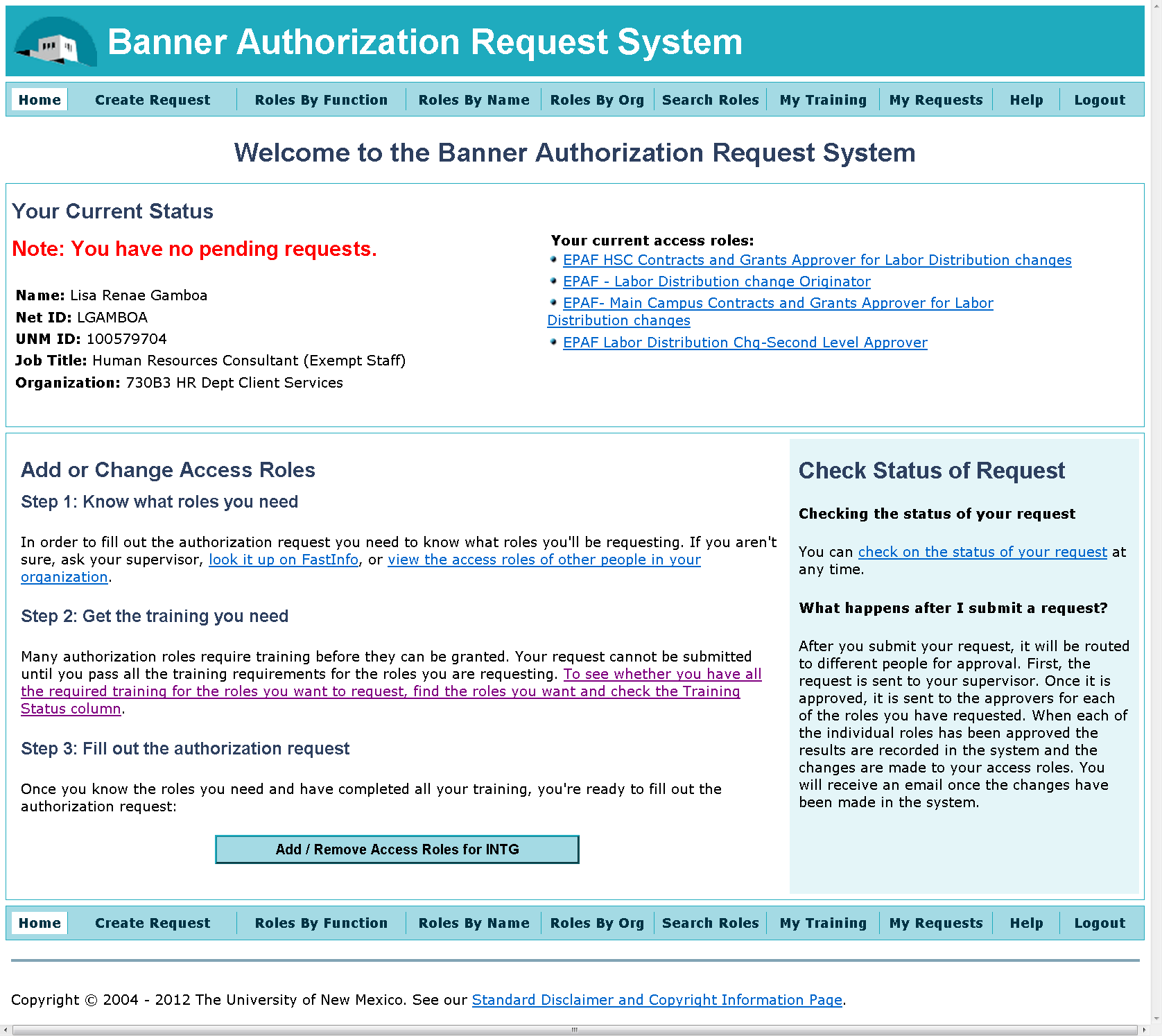


1. Click on the **Employee Life** tab.
2. Click on **Banner Authorization Request** link.



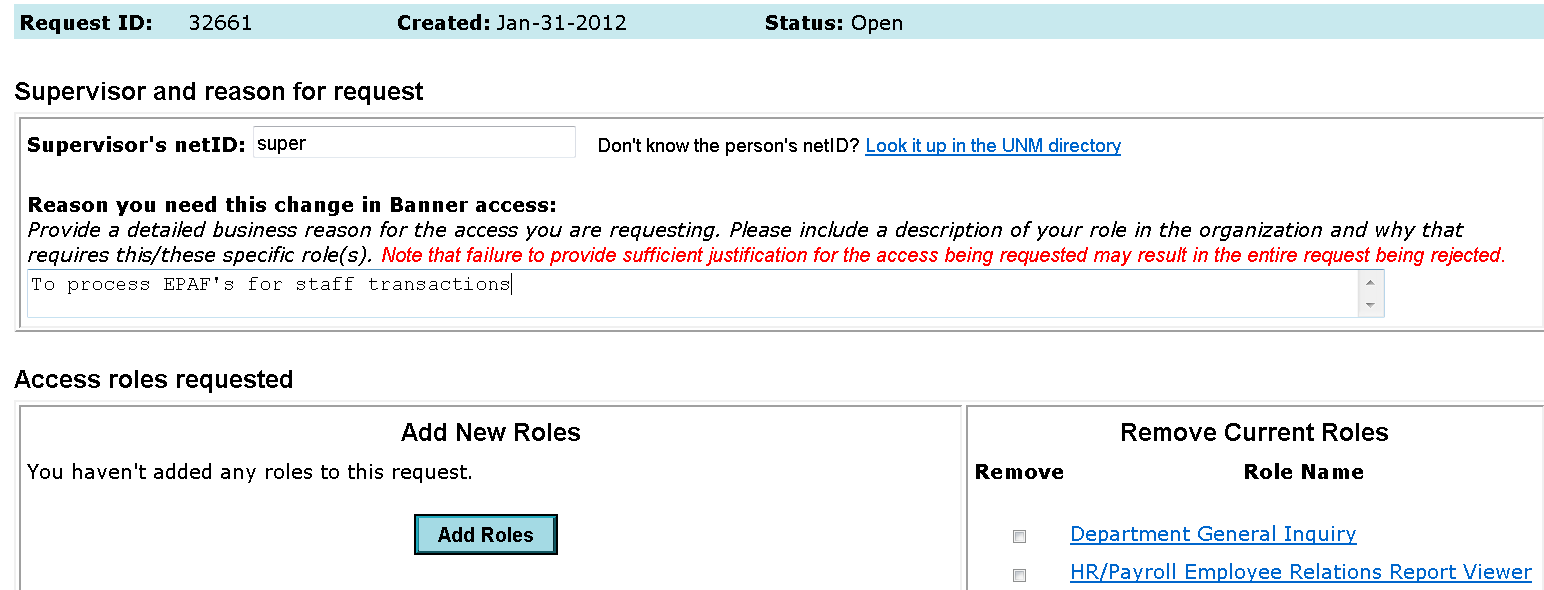
**Start an authorization request**

1. If you currently have an incomplete request you will see an **Open Saved Access Request** button at the bottom of the page. Click on the button.
2. If you do not have an existing request you will see an **add/remove access roles** button at the bottom of the page. Click on the button.



**NOTE:** If you have existing Banner access, your current authorization will automatically be copied into your new request.

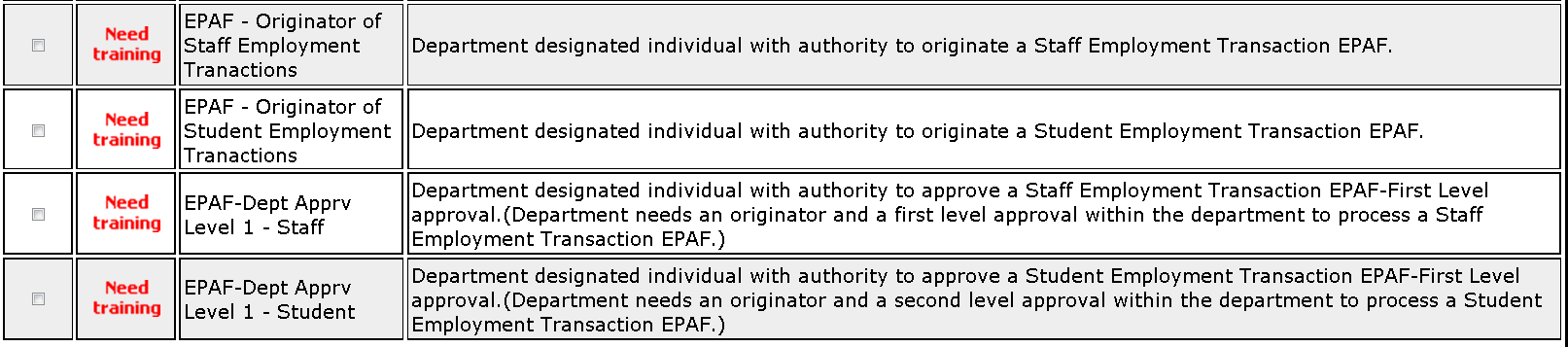
1. Enter your **supervisor’s NetID**. If you do not know your supervisor’s NetID, please use the hotlink to the UNM Directory to look it up.
2. Explain the **business reason** for this role.
3. Click on the **Add Roles** or **Select Roles** button.



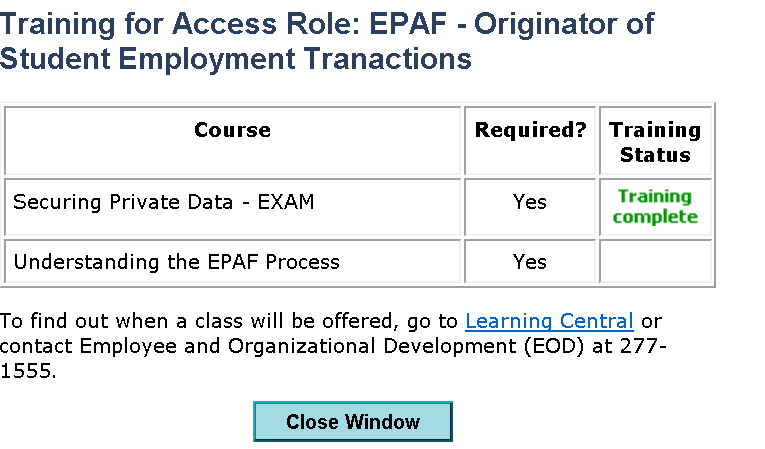
1. Click on **SHOW ALL ROLES**
2. Click on **EPAF Employment Transaction Roles**



1. Find the role(s) you will be requesting.
2. If it indicates “need training”, click on the **Need Training** link.



1. The required courses for this role will be displayed.

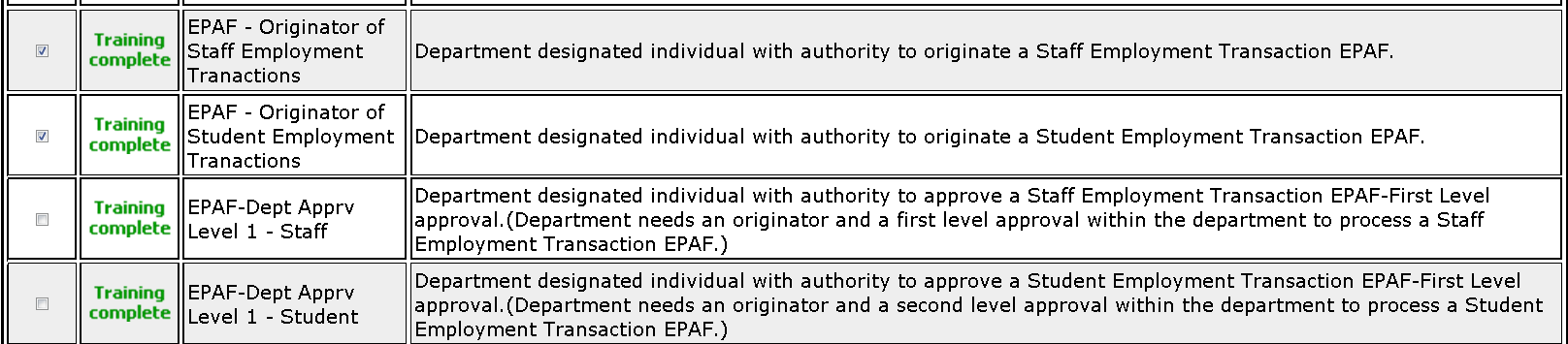


**NOTE:** In the example above, there are 2 required courses (Securing Private Data and Understanding the EPAF Process). Before a role can be requested, all required courses must be complete.

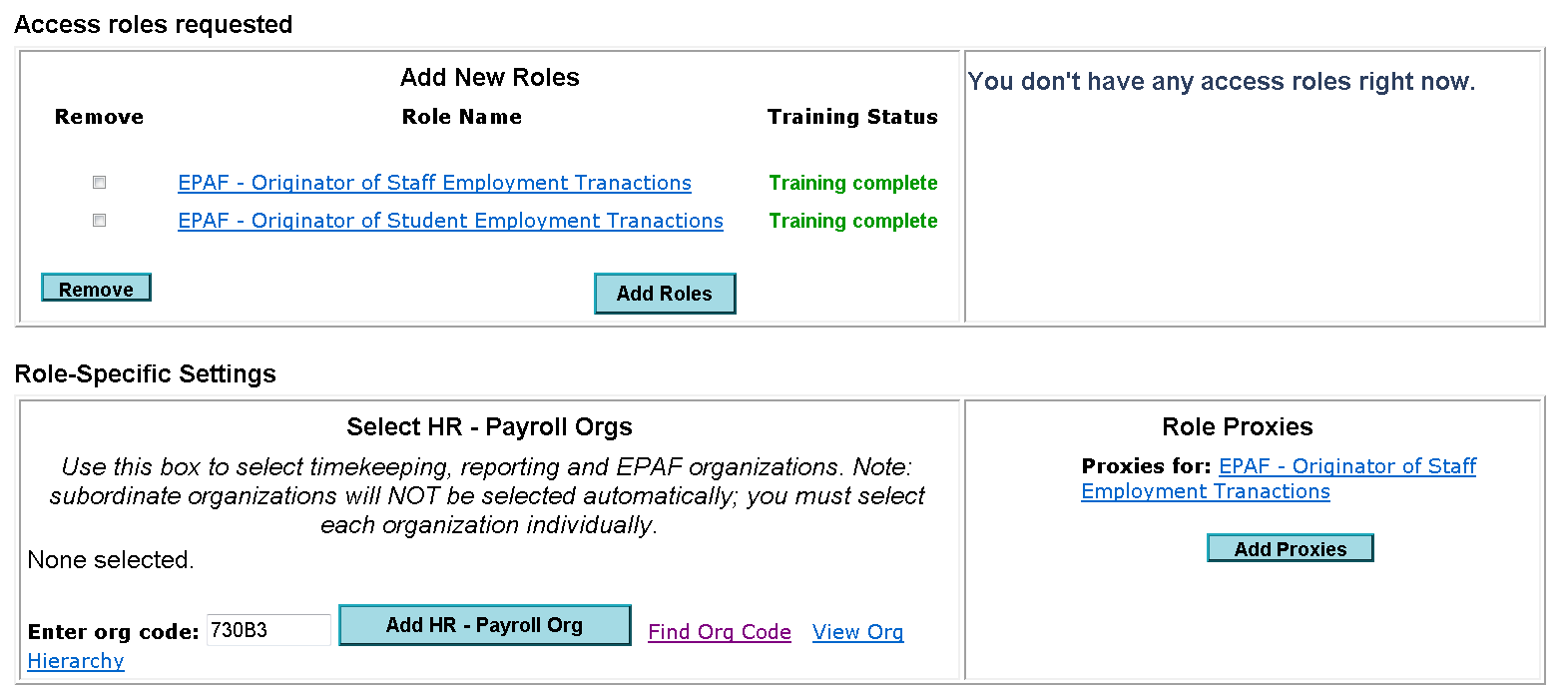
1. If you need to complete a course, go to Learning Central.

**NOTE:**  Understanding the EPAF Process is a course that contains 3 modules. Please take all 3 before requesting you EPAF role.

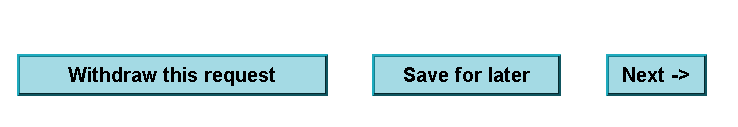
1. Once your training is complete, click the check box next to the appropriate role.



1. Click on the **Add Selected Roles to My Request** button at the bottom of the page.
2. Verify you have selected the appropriate role(s)
3. Enter the approptiate org code
4. Click on the ADD HR-Payroll Org button to add the org code to your request.



1. Click on the Next button at the bottom of the page



1. Verify all information
2. Click on the Submit Request button at the bottom of the page.

