EPAF Requesting Roles

To request your EPAF roles:

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

   ![Login to my.unm.edu](image)

   - Click on the Employee Life tab.

   - Click on Banner Authorization Request link.

![Banner Authorization Request link](image)
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.

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**Welcome to the Banner Authorization Request System**

**Your Current Status**

**Note:** You have no pending requests.

**Name:** Lisa Renee Gamboa  
**Net ID:** LGAMBOA  
**UNM ID:** 100579704  
**Job Title:** Human Resources Consultant (Exempt Staff)  
**Organization:** 13083 HF Dept Client Services

**Your current access roles:**
- EPAF HSC Contracts and Grants Approver for Labor Distribution changes
- EPAF - Labor Distribution change Originator
- EPAF - Main Campus Contracts and Grants Approver for Labor Distribution changes
- EPAF Labor Distribution Chq-Second Level Approver

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**Add or Change Access Roles**

**Step 1:** Know what roles you need

In order to fill out the authorization request you need to know what roles you'll be requesting. If you aren't sure, ask your supervisor, [look it up on FastInfo](#) or [view the access roles of other people in your organization](#).

**Step 2:** Get the training you need

Many authorization roles require training before they can be granted. Your request cannot be submitted until you pass all the training requirements for the roles you are requesting. [To see whether you have all the required training for the roles you want to request, find the roles you want and check the Training Status column](#).

**Step 3:** Fill out the authorization request

Once you know the roles you need and have completed all your training, you're ready to fill out the authorization request:  

[Add / Remove Access Roles for INTG]

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**Check Status of Request**

**Checking the status of your request**

You can [check the status of your request](#) at any time.

**What happens after I submit a request?**

After you submit your request, it will be routed to different people for approval. First, the request is sent to your supervisor. Once it is approved, it is sent to the approvers for each of the roles you have requested. When each of the individual roles has been approved the results are recorded in the system and the changes are made to your access roles. You will receive an email once the changes have been made in the system.
NOTE: If you have existing Banner access, your current authorization will automatically be copied into your new request.

3. 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.

4. Explain the **business reason** for this role.

5. Click on the **Add Roles** or **Select Roles** button.

6. Click on **SHOW ALL ROLES**

7. Click on **EPAF Employment Transaction Roles**

8. Find the role(s) you will be requesting.

9. If it indicates "need training", click on the **Need Training** link.
10. The required courses for this role will be displayed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required?</th>
<th>Training Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securing Private Data - EXAM</td>
<td>Yes</td>
<td>Training complete</td>
</tr>
<tr>
<td>Understanding the EPAF Process</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

To find out when a class will be offered, go to Learning Central or contact Employee and Organizational Development (EOD) at 277-1555.

**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.

11. 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.

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

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

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

18. Verify all information
19. Click on the Submit Request button at the bottom of the page.