

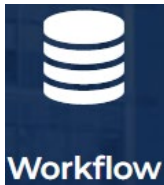
How to Request EPAF Initiator Access

1. Visit <https://www.morgan.edu/gateway>
2. Click on the Banner/WebSIS icon.

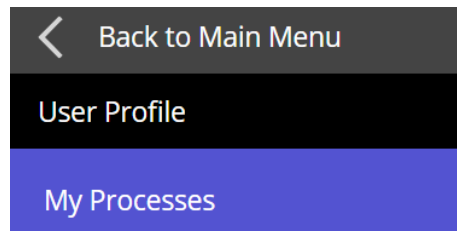
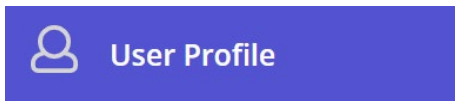


Banner/WebSIS

3. Click on the Workflow icon.



4. Under User Profile, click on My Processes.



5. Select EPAF Access Request Form.

EPAF Access Request Form

6. Enter the name of the faculty or staff member requesting access to initiate EPAFs.

Workflow Specifics Name:

Priority can remain "Normal". The Workflow Note field is optional.

7. Enter the Morgan email address for the faculty or staff member needing access.

Required Parameters

Employee_Email_Address *:

@morgan.edu

Description: **ENTER EMPLOYEE'S MSU EMAIL ADDRESS**

8. Select “Start Workflow” towards the top right of the current window.

 Start Workflow

A member of the Human Resources Information Systems team will alert you when your EPAF initiator access has been granted. During peak periods, this may take up to three (3) business days to complete.

Questions?

Contact the Human Resources Information Systems (HRIS) Team!

Email: hris@morgan.edu

Phone: 443-885-3195

Contractual hiring resources can be found [here](#).