Electronic Personnel Action Forms (EPAF)
Accessing the EPAF Menu

1. Login at www.leoonline.odu.edu/
2. Select Enter LEO Online News and Secure Area

Important Information Regarding LeoOnline and Monarch-Key Login (Formerly Shibboleth Single Sign-On)

On August 19, 2012, LeoOnline will be incorporated into the Monarch-Key Web Login system which uses your MIDAS ID and Password via Web-Based Single Sign-On. You will no longer be able to use your UIN/PIN to log into LeoOnline. When all Monarch-Key Web Login sessions are completed the browser must be closed to ensure the user is logged out of every service. For additional information regarding this change, please click on the following link.

Monarch-Key Web Login (Formerly Shibboleth Single Sign-On)

- ☑ Enter LEO Online News and Secure Area
- ☑ General Financial Aid
- ☑ Campus Directory
- ☑ Course Catalog
- ☑ Admissions Menu
- ☑ Class Schedule Search

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3. Click the Key, Enter Secure Area (Located at the bottom of screen)

Enter Secure Area

4. Midas ID – Enter Midas Username
   Password – Enter Midas Password
   Click Login

Monarch-Key Web Login

MIDAS ID: [   ]
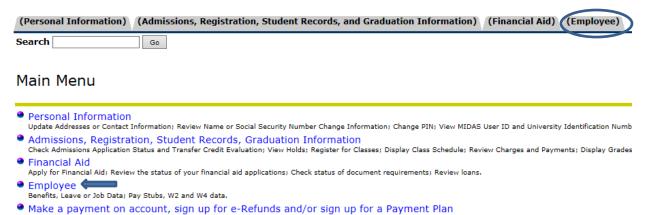Password: [   ]
Login

Create an Account   Forgot Password?

You are heading to **Banner and LeoOnline**

5. Select Employee

6. Select Employee Self Service

The Employee Dashboard appears
Select Electronic Personnel Action Forms (EPAF) under My Activities

7. The Electronic Personnel Action Form (EPAF) menu appears. The EPAF menu shows the links you have access to. The EPAF menu may not have all the links listed below for EPAF setup.

EPAF Approver Summary

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

EPAF Originator Summary

Displays only those EPAF transactions that you have originated.

New EPAF

Allows you to create a new transaction.

Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.

Note: If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.