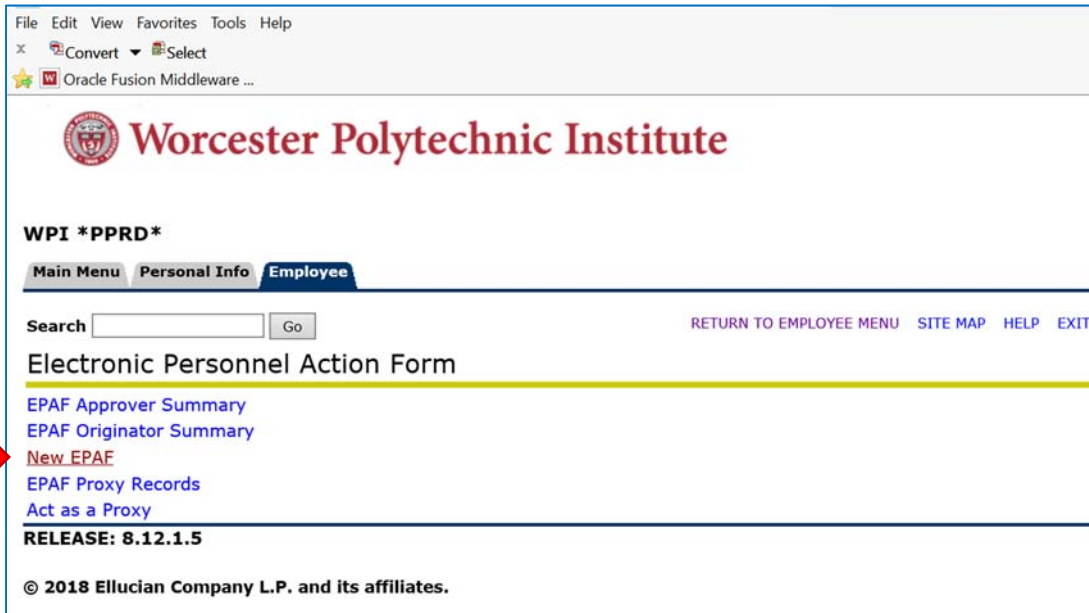# Additional EPAF Process Step
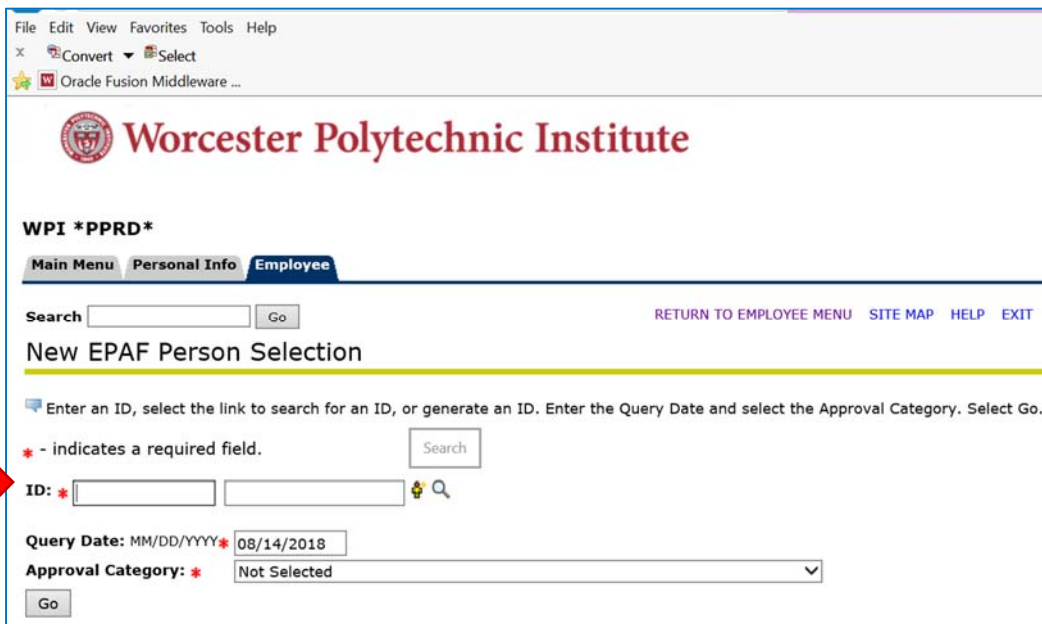
Beginning August 15, 2018, the Supervisor's Banner ID needs to be included in the EPAF.

1. Login to **Banner Self Service > EPAF Administrator > New EPAF**.

2. Look up the *Supervisor ID* using the name search field. Enter *last name first name* in the second field.

Updated 8/14/2018

3. When searching by the last and first name of the supervisor, the search result automatically populates the *Supervisor ID*. **Please be sure to note the SUPERVISOR ID.**

4. Once you have the Supervisor ID noted, clear the Supervisor ID on the *New EPAF Person Selection* page (the page you are on) and follow the regular EPAF process by either entering the Student ID if you already have it, or by looking up the student.

5. When you get to the final page of the EPAF process, you will notice an additional field (**SUPERVISOR_ID**) among the other fields. The red asterisk next to the field indicates it is required. You will be unable to complete your process without entering a valid Supervisor_ID.

6. Enter the *Supervisor_ID* that you previously noted and fill out the other fields as you normally would.