



# University of Idaho

## EPAF Approval Queue Instructions

These instructions will take you through how to request a User ID to be setup for use in the Routing Queue of an EPAF, either for Approval or just as an FYI. Please identify every user within your college or department who could be designated under each Level. If they are not designated on a Level, it is not possible to add them to an EPAF during data entry within Vandal Web. Those designated on this list should be the employees who actually do the approving, not necessarily those who hold the title specified. (EX: An Administrative Assistant who approves the EPAFs for the Dean's Office level.) Please note that you can be setup as a Dean/Director level approver as a backup for when other Dean/Director level approvers are out of office. Please coordinate with your current Dean/Director level approvers in requesting this access

To become designated as an approver for Electronic Approvals, the user must take HR-Query online Training and then the EPAF Training. You can find the HR-Query online training and sign up for EPAF Training at <https://www.uidaho.edu/human-resources/edl/learning-opportunities/banner-training>. Email [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu) with any questions.

There are two levels that a User can be assigned to:

1. Dean's Office / Director Level (Dean/Director DNDIR for approvals)
2. Department Head / Chairman Level (DPCHR, typically for FYI on EPAFs)

You will need to specify which level they need to be assigned to and their User ID. For example, ***"Please appoint Joe Vandal, V00123456 into the Dean/Director Level for the College of \_\_\_\_\_. His User ID is JOEVANDAL"***.

To make this request from Business Systems, you will go to <https://support.uidaho.edu/> and select the Business Systems link.

## Welcome to the University of Idaho Support Portal

Select a service area below to view and request available services, report a technology incident or problem, and search for helpful guides.

 Information Technology Technical Support and Services	 Business Systems AR/Finance/HR Systems	 Administrative Operations Building and Reservation Support
 Student Affairs Service for Student Affairs Department	 Office of Research and Economic Development Supporting Creation of Knowledge	 International Programs Office Services for IPO

Once you have selected the Business Systems service area, you will select “VandalWeb Requests” from the list and then select “Request Service”. This is where you would enter the request. You will receive an email once it’s submitted and updates as they are processed.

 **Business Systems**

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AR/Finance/HR Systems

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**Services (5)**

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**Banner Request**  
Services provided by the Business Systems Team.

**VandalWeb Requests**  
You can request the following VandalWeb services from Business Systems

**Argos Requests**  
Argos services provided by Business Systems

**ChromeRiver Requests**  
ChromeRiver services provided by Business Systems

**Other Requests for Business Systems Team**  
You can make requests of the Business Systems Team that do not match other available services.