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 UNI/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)**

1. Check Enter LEO Online News and Secure Area
2. Check General Financial Aid
3. Check Campus Directory
4. Check Course Catalog
5. Check Admissions Menu
6. Check Class Schedule Search

**RELEASE: 8.5.2**

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

Employee

Time Sheet
Fixed Asset Transfer
Classic

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

My Activities

Enter Time

Approve Time

Approve Leave Report

Electronic Personnel Action Forms (EPAF)
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.

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