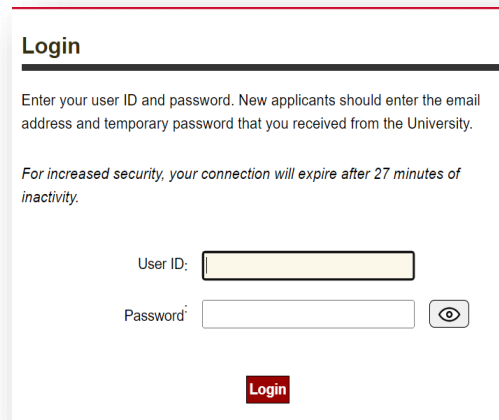
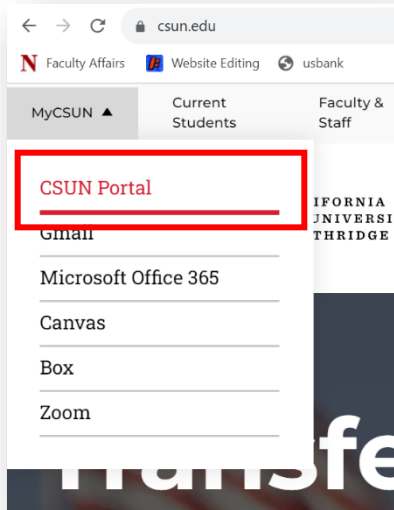


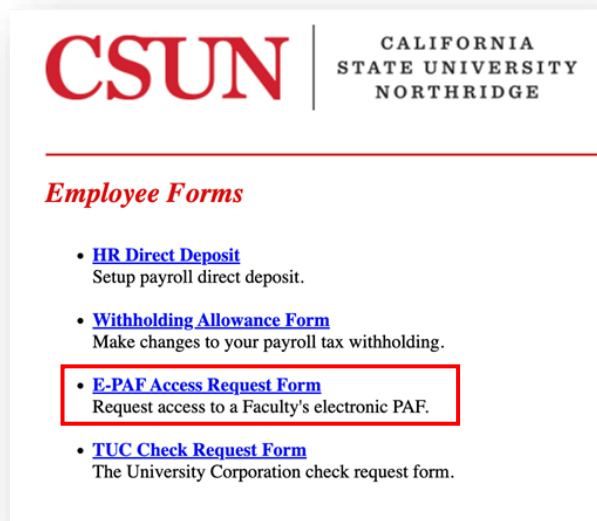
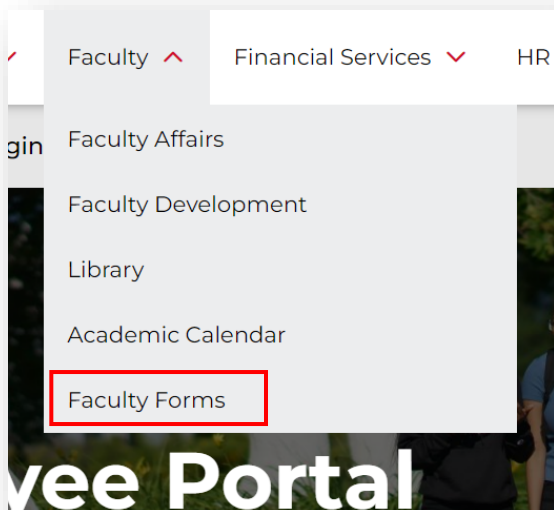
Candidates Guide to Accessing ePAF

IMPORTANT: The instructions provided in this section are specific to Faculty who will be requesting access to view their ePAF.

1. Go to www.csun.edu and log into the portal using your CSUN credentials.



2. Under the Faculty Affairs tab, you will select 'Faculty Forms.' This will prompt a new page to open where you will be able to select the **E-PAF Access Request Form** link.



- The form will open in a new tab. The submitter's information will already be populated based on the user who logged into the Portal. Complete the form, and then select the Submit button.

The screenshot shows the 'Electronic Personnel Action File (ePAF) Access Request' form from CSUN. The form is divided into three main sections:

- Request Information:** Contains a question 'Are you requesting access to the ePAF for yourself or for someone else?' with two radio button options: 'Myself (you will be accessing the ePAF)' and 'Someone Else (another employee will be accessing the ePAF)'. Below this is a text field for 'Purpose of Request (250 character limit)'.
- Access Requested For:** Instructs the user to enter the CSUN ID of the employee. It includes input fields for 'CSUN ID', 'Last Name', 'First Name', 'Email Address', and 'Username', along with a 'Clear' button.
- ePAF Access Requested:** Instructs the user to enter the CSUN ID for the ePAF being requested. It includes a checkbox for 'I am requesting access to my own ePAF' and input fields for 'CSUN ID', 'Last Name', 'First Name', 'College', and 'Department Name', with a 'Clear' button.

- A confirmation page will be shown after the form has been submitted and a submission confirmation email will be sent to the submitter within 10 minutes.

