

Electronic Personnel Action Forms (EPAF) Accessing the EPAF Menu

1. Login at www.leonline.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.

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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

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



Secure Area

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

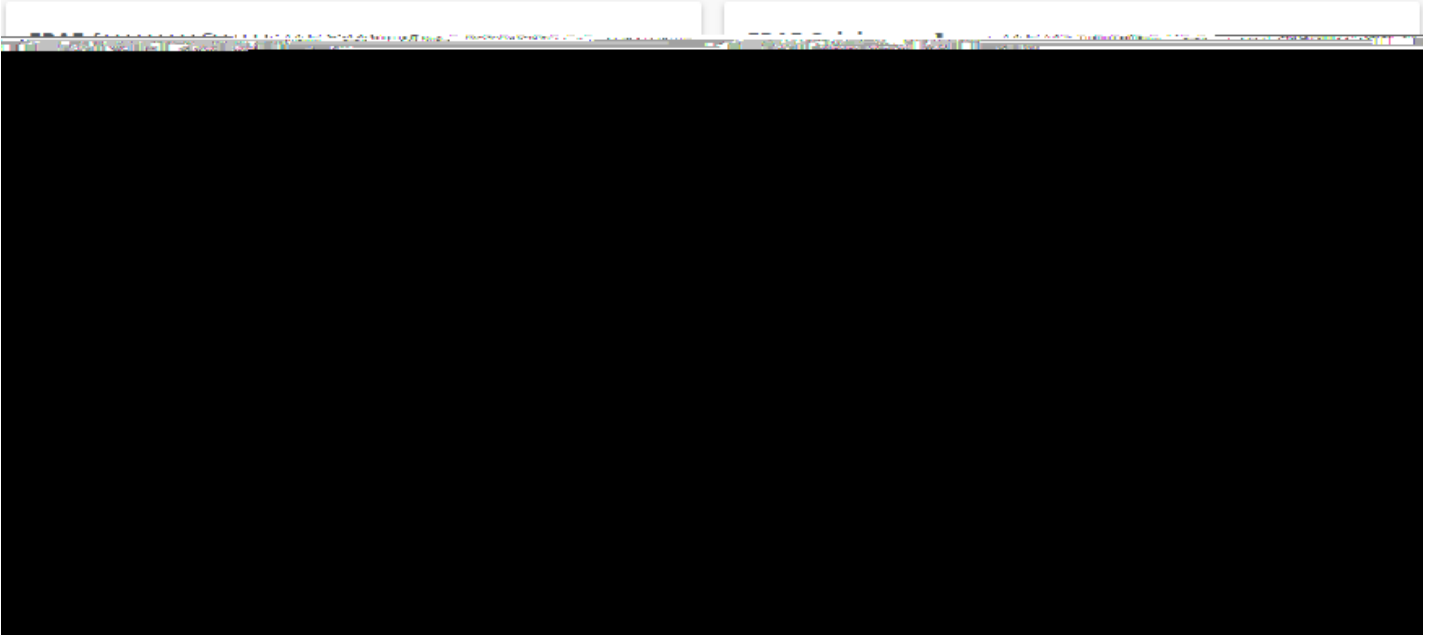
Monarch-Key Web Login

MIDAS ID: ←

Password: ←

Login ←

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.