Log into Banner Self Serve and click on the Originator Summary Menu selection

Click the Default Routing Queue

Personal Information Student Financial Aid Employee	
EPAF Originator Summary	
Current History	
Transaction Status: All 🖕 Go	
No transactions found in your queue. New EP/E Default Routing Queue Sharch Superviser or Filter Transactions Return to EPAF Menu	

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Select the EPAF you want to update and remove the names

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	Go			RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
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nd Add New Rows			EPAE.Originator.Summary	
			Return to EPAE Menu	

Save and Add New Rows. You should now see blank fields.

EPAF Default Routing Queue				
Your change was saved successfully.				
Select an Approval Category and Go. Once the pag	refreshes, select the Approval Level, Us	er ID and action.		
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Go back up the Approval Category and Select the EPAF you want to update and Select GO.

Personal Information Student Financial Ald Employee	
earch 60	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
PAF Default Routing Queue	
Select an Approval Category and Go. Once the page refreshes, select the Approval Lavel, User ID and action.	
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You should now see the blank mandatory levels required for this particular EPAF.

You are now ready to add in the new names by clicking on the magnifying glass or typing the ORACLE ID. Save the Form