

Step	Action
1	Click the Start a new ePAF link.
2	Click the Appointment Notification Form link.
3	Click in the Hire or Job Change Form ID field.
4	Enter the desired information into the Hire or Job Change Form ID.
5	Click the Search button.
6	<p>The Create An Appointment Notification page for the corresponding eForm will display. Review the information on this page.</p> <p>If any of the information appears incorrect, return to the ePAF Home Page and make changes to the Hire eForm via the Resubmit, Change, or Withdraw menu option.</p> <p>You will then need to return to this page and regenerate the Appointment Notification.</p>
7	If applicable, complete the blank fields for Academic Administrators and for Academics on tenure track (e.g., Academic Title or Years Tenured).
8	<p>Scroll down the page.</p> <p>Click the Vertical scroll bar.</p>
9	<p>Review the rest of the information on this page and click the Submit button.</p> <p>If an ANF needs to be withdrawn (e.g., data in the Hire eForm was changed), use the Resubmit, Change or Withdraw an ePAF option to withdraw the ANF. Only the person that creates the ANF can withdraw it.</p>
10	A confirmation message will display, click the Yes button.
11	Another confirmation message will display, click the Ok button.