Requesting Roles in TMS or EPAF Access

Go to the Help Desk at bsu.edu (use Search field)

1. **Click on “Request Services”:**

2. **Click on “Security Access”:**

   Service Offerings
3. At the bottom of the page click on “Show More”:

4. Select “Human Resources – TMS and EPAF Access”:

- The form that is generated automatically enters your name, department, phone, email and supervisor.
- If you are completing the form on behalf of someone else, you will need to change that information.
- Select the roles that are being requested and submit the form. When IT has established access, you will receive an email notification.

Rev. 12/10/19