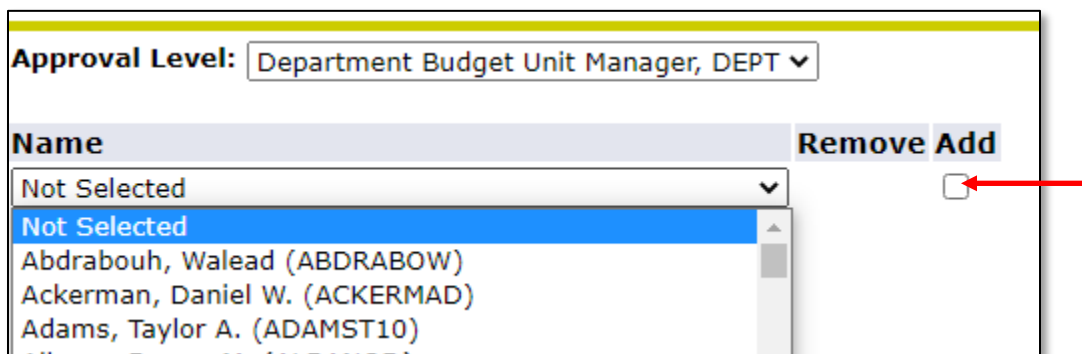


How to Set up a Proxy

- 1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
- 2) Click on the Employee tab > ePAF Main Menu > New ePAF Approver Summary.
- 3) Click on Update Proxies.
- 4) If you are in multiple approval levels, select the appropriate approval level.
- 5) Select a name from the drop-down menu then click Add.



The screenshot shows a web form for adding an approver. At the top, there is a label 'Approval Level:' followed by a dropdown menu currently set to 'Department Budget Unit Manager, DEPT'. Below this is a table with two columns: 'Name' and 'Remove Add'. The 'Name' column contains a dropdown menu with 'Not Selected' selected, and a list of names including 'Abdrabouh, Walead (ABDRABOW)', 'Ackerman, Daniel W. (ACKERMAD)', and 'Adams, Taylor A. (ADAMST10)'. The 'Remove Add' column contains a checkbox, which is highlighted with a red arrow pointing to it from the right.

Name	Remove Add
Not Selected	<input type="checkbox"/>
Abdrabouh, Walead (ABDRABOW)	
Ackerman, Daniel W. (ACKERMAD)	
Adams, Taylor A. (ADAMST10)	

- 6) Click Save.