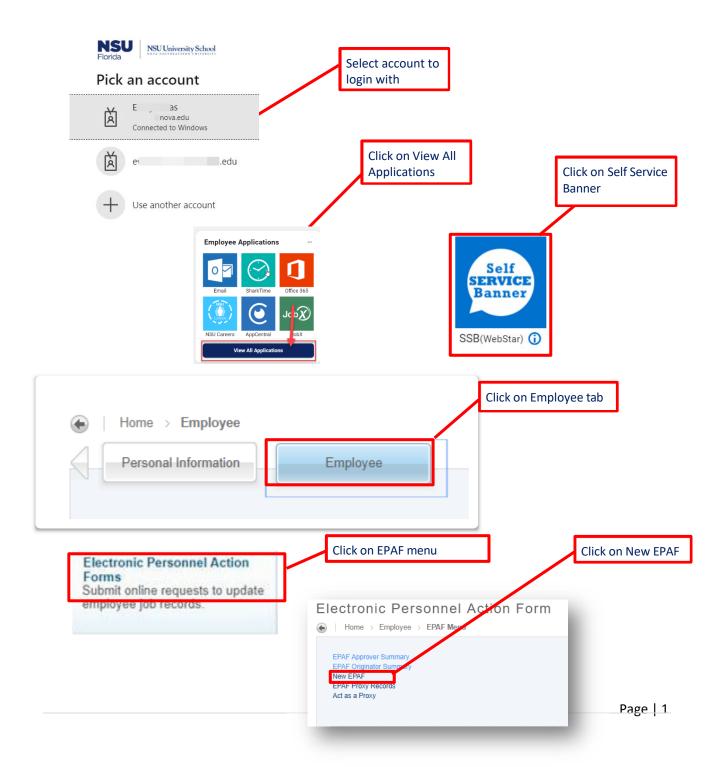# How to Access the Online Termination (Job) Form

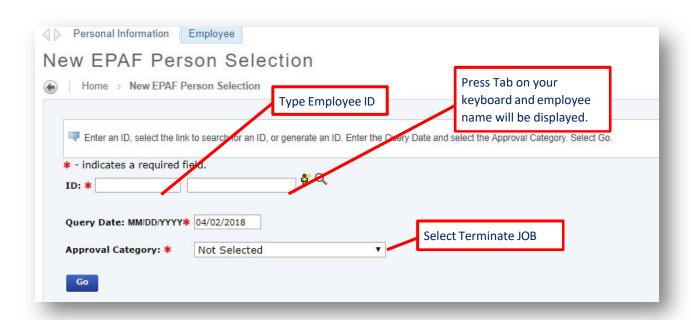**Note: Google Chrome (this is required browser for this form)**

1. Select a Browser –**Google Chrome is the required browser for this form.**

2. Go to https://sharklinkportal.nova.edu/

3. Select account to log in with

Select account to login with

Click on View All Applications

Click on Self Service Banner

Click on Employee tab

Click on EPAF menu

Click on New EPAF

1- Enter the NSU ID for the terminating employee. Then, press Tab on your keyboard.

2- Leave Query Date as is

3- In the Approval Category drop down menu- select Terminate JOB

4- If you do not know the employee's NSU ID, use the magnifying glass icon to search for it.

The person Search page will display. Select the employee checkbox to limit your search to employee records and enter the search criteria (the % sign acts as a wildcard in the search). Select the **GO** button to initiate the search.