Initiate a Supervisor Change Request

1. Login to [NEOED](https://login.neoed.com/authentication/saml/login/ysu). Click Forms in the menu list on the left side.



1. Click the Supervisor Request Change Process link in the Quick Links tile on the right side.



1. Click Start Process.



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1. Review success message and click Complete Form.



1. Fill in the requested fields/information and click Submit.



1. Review success message. You will receive a notification via email when the process is complete.

