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.

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated

1. Click Start Process.

Graphical user interface, text, application, email

Description automatically generated

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Graphical user interface, application

Description automatically generated

1. Review success message and click Complete Form.

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated