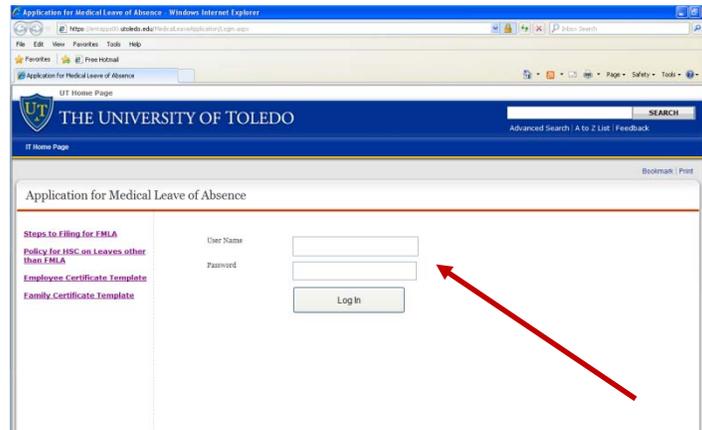


Applying for FMLA in Self Service

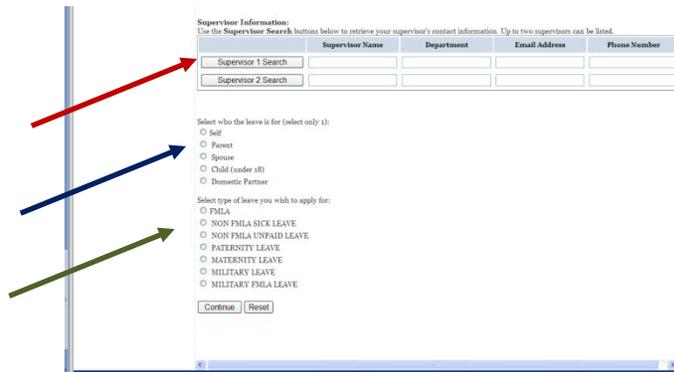
Step One:

On the Application for Medical Leave of Absence, enter your UTAD login and password. Left click on Log In.



Step Two:

Once in the application, your information will self populate into the form. Scroll down to the **Supervisor Information** area. Using the **Supervisor 1 Search** button, enter your supervisor's name and then click the select button on the left. If you have 2 supervisors, Click on the Supervisor 2 button and repeat the process. Then answer the questions regarding **who the leave is for** and **the type of leave**. Then click on continue.



Step Three:

Read and follow the directions **Submit** that remain at the bottom of the form and click on the **Submit Application and Print Certification Form**.

