How to Complete a LOA Revision in Banner

A LOA Revision is used to make a change to a current LOA or a return from LOA.

To get started:


2. Enter your Username and Password and press Enter. The database field should remain empty.  
   Note: If you don’t know your Password please contact the Helpdesk (328-9866) to request a reset.
3. To access the form, in the Search field enter **NZALOAR** and press enter.

4. Select the Action you are revising. Depending on the Action you selected, sections of the form will be grayed out.

5. Enter the **Banner ID** and press Enter to populate the same fields as mentioned above.

6. Enter the same information as on the original form that was submitted (**refer to the original confirmation email you received**).

7. Put a check in the box noting a revision. Input explanation for the revision.

8. Once you have verified all the information is correct click the **Submit** button. There will be a pop-up box that reads, “Please confirm you are ready to submit your request. Yes or No.” When you select **YES** the form is cleared and you will receive an email from **HR-BENEFITS@ecu.edu** summarizing what you just submitted.