

Select a Campus

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The Campuses lookup is used to select one or more campus IDs.

Select a campus:

- The campus IDs are are listed in ascending order.
- To search for a specific campus, begin typing the campus ID or description in the **Search** field. The list is automatically filtered to display the campus IDs that contain the characters that you have typed.
- When you locate the campus ID is populated with the selected codes.
- Click **Cancel** to close the lookup without selecting a room number.