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Navigation and Search

Navigating and searching for information has never been easier. CareerPortal's intuitive design allows you to quickly find what you are looking for. Here are a few quick tips to get you started.

Navigating within CareerPortal

CareerPortal makes it easy to get around.

| | |
|--|---|
| Field | |
| CareerPortal Link | Go to the homepage from anywhere within CareerPortal by clicking the CareerPortal link in the top left corner. |
| GO BACK | Go back to the previous page. |
| First Last Previous Next Page Numbers | Navigate forward and backward or click the page number at the bottom of the page to view that page. |
| ^ | Jump to the top of the page (located on the bottom right of the page). |

Searching within CareerPortal

CareerPortal provides many ways to search for information. These include:

| Field | Description |
|------------------------|---|
| Search | Dynamically search all columns based on input typed into the field. |
| Grid Sort | Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order. |
| Grid Search | Dynamically search a column based on input typed into the field. |
| Drop-down menus | Click [v] to select options for the column. |

Full screen mode

CareerPortal provides a full screen mode for easy viewing and searching. To enter full screen mode:

- Click your username in the top right corner. A drop-down menu will appear.
- Click *Full Screen*.
- Press ESC to exit full screen mode.

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