

campus_number

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Type a campus ID or click ⋮ to select a one from the Department Directory. A list of all available campus IDs is displayed. The **Campus/Department Name** field is populated based on the selected **Campus/Department ID**.

The Department Directory is populated from the campus/departments that are established on the Tables > District Information > Campus Name/Address page.

Note: To view all of the campuses/departments for a specific approver, leave the **Campus/Department** field blank, type a specific employee ID number, and then click **Retrieve**.