

campus_number

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Type a campus ID. Or, if unknown, click  to display the Department Directory. A list of all available campus IDs is displayed.

- To narrow the results, type data in the **Search** field. A list of campus IDs that match the search criteria is displayed.
- Select an campus ID from the list.
- Click **Cancel** to return to the First Approver page without making a selection.

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**..