

Select a Campus

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The Campus lookup is used to select a campus ID.

Select a campus:

- The campus IDs 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 that you want to select, click the three-digit campus ID. The lookup closes and the field/parameter is populated with the selected ID.
- Click **Cancel** to close the lookup without selecting a campus.