



Select a Campus

Table of Contents

Select a Campus	i
Select a Campus	1

Select a Campus

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 IDs to be included, 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.