



# Employee Number Directory



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## Employee Number Directory

The Directory is used to search for an instructor (or control number) and retrieve the instructor(s) to the page from which you accessed the directory.

### Search for an instructor:

Enter data in one or more of the following fields. Not all fields are displayed in all applications.

<b>Employee Number</b>	Type all or part of the instructor's employee number to retrieve instructors whose employee number <i>begins with</i> the numbers you have typed.
<b>Last Name</b>	Type all or part of the instructor's last name to retrieve instructors whose last name <i>begins with</i> the letters you have typed.
<b>First Name</b>	Type all or part of the instructor's first name to retrieve instructors whose first name <i>begins with</i> the letters you have typed.
<b>Create Temp Staff ID</b>	If you have run the <a href="#">Set Staff ID to Employee Number utility</a> , and an employee needs a temporary login (e.g., for TeacherPortal login), you can assign him a temporary staff ID. Select <b>Create Temp Staff ID</b> . When you click <b>Search</b> , the next available temporary staff ID will be displayed, which will have T followed by five digits. Click the temporary number.

Click **Search**. The students who meet the criteria entered are displayed.

- If there are multiple pages, [page through the list](#).

Click the employee number for the employee you want to retrieve. The directory closes, and the employee's information is displayed on the page from which you accessed the directory.

Click **Cancel** or **Close** to return to the previous page without selecting an employee.



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