



## Employee Number Directory



# Table of Contents



# 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 a student:

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

Field	Description
<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.

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

- If more employees are retrieved than can be displayed on one page, you can [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.



## Back Cover