



ASCENDER GUIDES



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
Employee Number	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.
Last Name	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.
First Name	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