



ASCENDER GUIDES



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.

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.
Create Temp Staff ID	If you have run the Set Staff ID to Employee Number utility , and an employee needs a temporary login (e.g., for TeacherPortal login), you can assign him a temporary staff ID. Select Create Temp Staff ID . When you click Search , 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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