# Instructor Directory

# Table of Contents

# Instructor Directory

This 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.

| | |
|---|---|
| **Last Name** | Type all or part of the instructor's last name to retrieve instructors whose last name *begins with* the letters you have typed. |
| **First Name** | Type all or part of the instructor's first name to retrieve instructors whose first name *begins with* the letters you have typed. |
| **Campus** | Type or click ⋮ to select the campus to retrieve instructors at a specific campus. |
| **Grade** | Type or click ⋮ to select the grade level to retrieve instructors for a specific grade level. |

❏ Click **Retrieve**.

The instructors who meet the criteria entered are displayed.

❏ Click the instructor ID for the instructor you want to retrieve.

The directory closes, and the instructor'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 instructor.

# Back Cover