Select Instructor

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The instructor lookup displays all instructors for the selected campus in alpha order. Some pages/reports allow you to select multiple instructors.

Select an instructor:

1. To search for an instructor, begin typing the ID or name in the **Search** field. The list is automatically filtered to display the instructors whose names or IDs *contain* the characters you have typed.
2. When you locate the instructor you want to retrieve, click the instructor ID. The lookup closes, and the field/parameter is populated with the instructor ID.

Click **Cancel** to close the lookup without selecting an instructor.

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