



## Users Directory



# Table of Contents




## Users Directory

The Users Directory is used to search for an ASCENDER user and retrieve the user to the page from which you accessed the directory.

### Search for a user:

Enter data in one or more of the following fields. Or, leave all fields blank to retrieve all users at the campus.

Field	Description
<b>User ID</b>	Type all or part of the user's ID to retrieve users whose ID <i>begins with</i> the letters you have typed.
<b>Last Name</b>	Type all or part of the user's last name to retrieve users whose last name <i>begins with</i> the letters you have typed.
<b>First Name</b>	Type all or part of the user's first name to retrieve users whose first name <i>begins with</i> the letters you have typed.
<b>Campus</b>	Type or click  to <a href="#">select the campus</a> to retrieve users at a specific campus.

Click **Retrieve**. The users who meet the criteria entered are displayed.

Select the user(s) you want to retrieve, and then click **Select**. The directory closes, and the IDs of the selected users are displayed on the page from which you accessed the directory.

Click **Cancel** or **Close** to return to the previous page without selecting a user.



## Back Cover