

Users Directory

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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
User ID	Type all or part of the user's ID to retrieve users whose ID *begins with* the letters you have typed.
Last Name	Type all or part of the user's last name to retrieve users whose last name *begins with* the letters you have typed.
First Name	Type all or part of the user's first name to retrieve users whose first name *begins with* the letters you have typed.
Campus	Type or click ⋮ to select the campus 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.


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