

Users Directory

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The Users 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 a student:

Enter data in one or more of the following fields. Not all fields are displayed in all applications.

Field	Description
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.


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