

campus_number

Table of Contents

Type a campus ID or click is to select a one from the Department Directory. A list of all available campus IDs is displayed. The Campus/Department Name field is populated based on the selected Campus/Department ID.

The Department Directory is populated from the campus/departments that are established on the District Administration > Tables > District Information > Campus Name/Address page.

Note: To view all of the campuses/departments for a specific approver, leave the **Campus/Department** field blank, type a specific employee ID number, and then click **Retrieve**.



Back Cover