


# Select a Campus

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The Campuses lookup is used to select one or more campus IDs.

## Select a campus:

- The campus IDs are listed in ascending order.
- To search for a specific campus, begin typing the campus ID or description in the **Search** field. The list is automatically filtered to display the campus IDs that contain the characters that you have typed.
- When you locate the campus IDs to be included, select the corresponding check box and click **OK**. The lookup closes, and the field/parameter is populated with the selected IDs.
- Click **Cancel** to close the lookup without selecting a campus.


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