



Employee Number Directory

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The 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 an instructor:

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

| | |
|-----------------------------|--|
| Employee Number | Type all or part of the instructor's employee number to retrieve instructors whose employee number <i>begins with</i> the numbers you have typed. |
| Last Name | Type all or part of the instructor's last name to retrieve instructors whose last name <i>begins with</i> the letters you have typed. |
| First Name | Type all or part of the instructor's first name to retrieve instructors whose first name <i>begins with</i> the letters you have typed. |
| Create Temp Staff ID | If you have run the Set Staff ID to Employee Number utility , and an employee needs a temporary login (e.g., for TeacherPortal login), you can assign him a temporary staff ID. Select Create Temp Staff ID . When you click Search , the next available temporary staff ID will be displayed, which will have T followed by five digits. Click the temporary number. |

Click **Search**. The students who meet the criteria entered are displayed.

- If there are multiple pages, [page through the list](#).

Click the employee number for the employee you want to retrieve. The directory closes, and the employee'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 employee.



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