


# Select Campus

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The campus lookup displays only the campuses to which you have access. Some pages/reports allow you to select multiple campuses.

## Select a campus:

To search for a campus, begin typing the campus ID or name in the **Search** field. The list is automatically filtered to display the campuses that contain the characters you have typed.

- Campuses are listed in order by campus ID. The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

When you locate the campus(es) you want to retrieve:

- If the report allows you to select only one campus, click the campus ID. The lookup closes, and the parameter is populated with the campus ID.
- If the report allows you to select multiple campuses, select the check box(es) for one or more campuses, and then click **Select**. The lookup closes, and the parameter is populated with the campus IDs separated by commas.

Click **Cancel** to close the lookup without selecting a campus.


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