

Select Staff ID

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Select Staff ID 1

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The staff ID lookup displays applicable employees for the selected campus in staff ID order.

Select an instructor:

1. To search for an employee, begin typing the ID or name in the **Search** field. The list is automatically filtered to display the employees whose names or IDs *contain* the characters you have typed.
2. When you locate the employee you want to retrieve, click the staff ID. The lookup closes, and the field/parameter is populated with the staff ID.

Click **Cancel** to close the lookup without selecting an employee.


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