



Users Directory


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The Users Directory is used to search for an ASCENDER user and retrieve the user to the page from which you accessed the directory.

Search for a user:

Enter data in one or more of the following fields. Or, leave all fields blank to retrieve all users at the campus.

| Field | Description |
|-------------------|--|
| User ID | Type all or part of the user's ID to retrieve users whose ID <i>begins with</i> the letters you have typed. |
| Last Name | Type all or part of the user's last name to retrieve users whose last name <i>begins with</i> the letters you have typed. |
| First Name | Type all or part of the user's first name to retrieve users whose first name <i>begins with</i> the letters you have typed. |
| Campus | Type or click  to select the campus to retrieve users at a specific campus. |

Click **Retrieve**. The users who meet the criteria entered are displayed.

Select the user(s) you want to retrieve, and then click **Select**. The directory closes, and the IDs of the selected users are displayed on the page from which you accessed the directory.

Click **Cancel** or **Close** to return to the previous page without selecting a user.



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