

Cheat Sheet

Staff and Faculty ~ Search Match



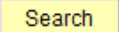
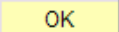
Setup (for FIRST time only) and Future Use

Basic Navigation


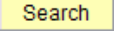

Home > Campus Community > Personal Information (Student) > Search/Match

Setup for FIRST-time only

This process is ONLY for the FIRST time you do a search/match. Once you save the info, you will never have to do this process again!!!

1. Search Type: Choose "Person".
2. Search Parameter: Enter or choose "USM_CC_PARMS" or choose from magnifying glass lookup feature.
3. Click on the  [Save Search Criteria](#) link.
4. Enter a title for this process.
5. Click on the  button.
6. Click on the [Return to Advanced Search](#) link.
7. Click on the  button.
8. Click on the [User Default](#) link.
9. Search Result Code: Enter "USM_CC_RESULTS" or choose from magnifying glass lookup.
10. Click on the  button.

Future use of search match

1. Navigate to search/match.
2. Use Saved Search: Choose your saved title from the  box.
3. The system will take you automatically to the search/match page and you are ready to begin searching.
4. Enter the appropriate information into the appropriate fields.
5. Click on the  button.
6. Find the student you were searching for. If you want to carry the student ID to another page, click on the  button.
7. When you have completed your search, click on the [Return to Search Criteria](#) link.