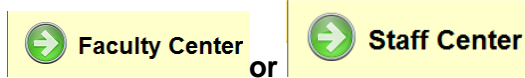



Using the “Lookup Person” Tool to Locate a Student’s Campus ID

1. Go to , Select the **Topics Menu**. Select your respective center.



2. Locate **Admin. Systems**. (right-hand corner of the Faculty Center)



Admin. Systems

- ★ **Lookup Person**
- ★ Student Administration (SA)
For administrative use only
- ★ Human Resources

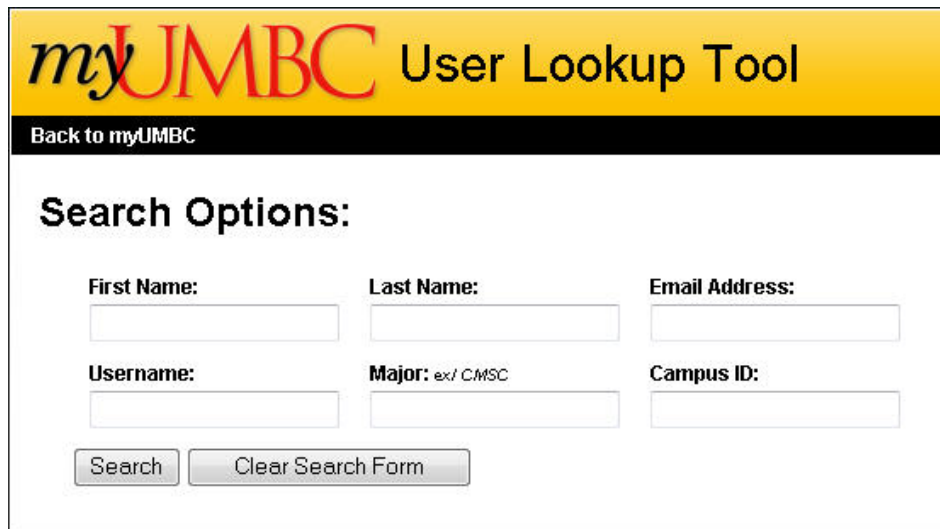
Hint: Click the star to put this tool in “My Favorites”

3. Click the link for **Lookup Person**.

To Open *Lookup Person* in a New Window...

PC Users: Hold the Control key and click the link “Lookup Person.”

MAC Users: Hold the Command Key and click the link “Lookup Person.”



myUMBC User Lookup Tool

Back to myUMBC

Search Options:

First Name:	Last Name:	Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Username:	Major: <i>ex/ CMSC</i>	Campus ID:
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Enter what information you have for the student. (First name, Last name, email or username) Click **Search**. Results of the search appear below.

The campus ID is an alphanumeric combination. It usually begins with two letters followed by five or more numbers.

myUMBC User Lookup Tool

Back to myUMBC

Search Options:

First Name: Last Name: Email Address:

Username: Major: *ex/ CMSC* Campus ID:

2 Results:

First Name	Last Name	Email	Username	Campus ID	Major(s)	Office	Office Phone
Susan	Dawson	sdawson@umbc.edu	sdawson	YZ85725		Administration Bldg 610	+1 410 455 8673
Susan	Dawson	lk99327@umbc.edu		LK99327	UNDC		

5. Click **Clear Search Form** to find another person's campus ID or click **Back to myUMBC** to return to the previous page.