1. Sign in to PeopleSoft Version 9 using your **first initial and last name** as your User ID.
   Remember to use CAPS when entering your User ID.

2. Select Campus Community > Personal Information (student) > Biographical (student).
   *There are two search options available: Names or Addresses/Phones.*

3. Click on the desired type of search.
   *You may search by ID (w number), Last Name, or First Name. Be sure to select the appropriate Academic Career from the dropdown menu.*

4. Click the **Search** button.
   *If you have searched by a specific ID number, the results for that individual will display. However, if you have searched by a partial ID number or last name, for example, you will have to select the person about whom you want information from a list that displays by double clicking on his or her name.*

5. Remember to sign out of PeopleSoft when you have finished your session.