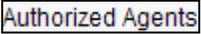


## Looking Up A User ID

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Authorized Agents</b> link. 
3.	Click the <b>User Authorization Table</b> link. 
4.	You can type the name of the person you are looking for in the <b>Alpha Name</b> field.  Be sure to type it in the correct format: " <b>Last Name, First Name</b> ".  An asterisks (*) is a wild card which is helpful if you do not know the exact spelling of the name. For example, if you are looking for John Smith, but you don't know if his name is entered as "John," "Jon," or "Johnny" you can type "Smith, Jo*" in the <b>Alpha Name</b> field.
5.	Click in the <b>Alpha Name</b> field. 
6.	Enter the desired information into the <b>Alpha Name</b> field.
7.	Click the <b>Find</b> button. 
8.	All individuals with the last name "Wilson" and a first name which starts with a "T" are listed.  You can narrow the search by entering the individual's agency in the <b>AGENCY NUMBER</b> field.
9.	Click in the <b>AGENCY NUMBER</b> field. 
10.	Enter the desired information into the <b>AGENCY NUMBER</b> field.
11.	Click the <b>Find</b> button. 
12.	User IDs are associated with Address Book records.  The records can the following Search Types:  o E = Employee o X = Ex- Employee (User ID termination should be requested) o B = Position IDs o N= Non-Employees

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Step	Action
13.	The employee's User ID is located in the <b>User ID</b> field.
14.	Click the <b>Close</b> button. 
15.	This concludes this lesson on how to look up a User ID. <b>End of Procedure.</b>