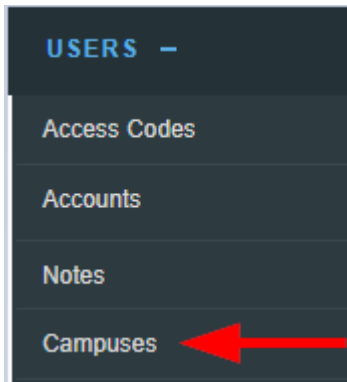



Navigate to Campus Page

1. Log in with a Site Manager account.
2. Select Campuses from the Users tab.



3. Optionally use the Filter menu to help you find a campus by typing a simple search term contained in the campus name or description and then select **Go** at the bottom of the filter. If you can't see the menu, show the [Tool Panel](#).

A light-colored filter box with a 'Filter' label and a 'Reset' link. It contains two text input fields: 'Campus Name contains:' and 'Description contains:'. At the bottom is a 'Go' button.

4. Use the Sort Options menu on the right hand side to sort the campus list. Campuses are sorted alphabetically by default. The following sort options are available in ascending or descending order:
 - Alphabetically by name
 - Alphabetically by description
 - Chronologically by create date
 - Chronologically by modified date
5. Choose the reset link at the top of the filter options menu to remove any filters.