## myGate Instructions for Employee Search Form - POIIDEN

POIIDEN enables you to search for employees in order to obtain their M number.

- 1. From myGate, click on the Employee tab Home Employee Admin Tools
- 2. In the Banner INB channel, click on the link, "Click here to log in to INB"
- 3. In the Go To: field on the General Menu, enter POIIDEN
- 4. Press <Enter>
- 5. Press [Tab] once to move your cursor to the <u>Last Name</u> field and type the last name of the person you are searching for with wildcard characters before and after last name. For example if searching Smith you would enter %Smith% in the last name field.
- 6. Click the Execute Query icon is or press [F8] key to execute the query.
- 7. Scroll down if necessary to find the person as listed on the paperwork.
- 8. Is the person listed? If yes,\_double-click in the 'ID Number' column of the person you want. If the person is not listed, double check the spelling of the last name. If the name is correct, the person may not be in Banner.

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ID	5. Last Name	First Name	Middle Name	Change Indicator	Type Bir	th Date
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9. To close the form, click on the Exit (blue X) button.