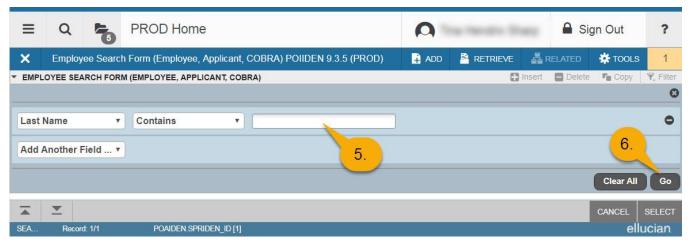


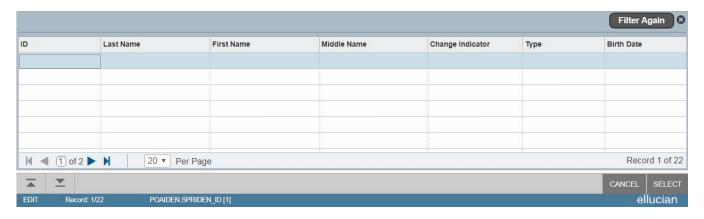
myGate Instructions for Employee Search Form - POIIDEN

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

- 1. From myGate, click on the Finance category.
- 2. In the Finance Category, click to open the AppNav card.
- 3. In the Search: field on the welcome screen, enter POIIDEN
- 4. Press <Enter>
- 5. On the drop down menu, select the <u>Last Name</u> field. Type the last name of the person for which you are searching. For example if searching Smith you would enter Smith in the last name field.
- 6. Click the Go icon 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.



9. To close the form, click on the Exit (blue X) button.