




4. From the search drop downlist select "Last Name."


-From the **second box**, select Contains, if you are not sure of the full name or Equal to, if you have the full exact name of the user you are adding.

-Enter the individual's name in the **text field** and click Go

**2nd**

Search       Options:

<input type="checkbox"/>	Status	Last Name	First Name	USF NetID	Official USF E-mail
<input type="checkbox"/>		Martin	Charles	cymartin	cymartin@mail.usf.edu

5. Check the box that corresponds to the user's name. Click the  button.

Search       Options:

<input type="checkbox"/>	Status	Last Name	First Name	USF NetID	Official USF E-mail
<input type="checkbox"/>		Martin	Charles	cymartin	cymartin@mail.usf.edu
<input checked="" type="checkbox"/>		Martin	Jessica	jlmarti4	jlmarti4@mail.usf.edu

