

Search for a User

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1. From the **Dashboard**, select **Manage Users**.
2. To locate a specific user, complete as many filters as possible. This will help limit your search results and prevent you from scrolling through long lists.

Filters include the following:

- a. License
 - b. User Role (All, Users, Staff)
 - c. Username (if you know it)
 - d. First and Last Name
 - e. Grade
3. Filters are active. The search begins as soon as you type. Optionally, you can press Enter after typing in a filter box.