


WMU Manager Self Service – FAST PASS

Search Function



	Search Function
1.	Click the 'looking glass' that shows in the field/box of the data you are changing
2.	Click on the Search Criteria option to look up data
3	Click the 'Search' button
4.	Scroll through the list of options to find the data you want
5.	Click on the option
6.	
7.	
14.	To exit, click on the  icon & select 'Sign Out'