Instructor not showing in dropdown

1. On the initial Create or Edit Section screen, the "Instructor" will be listed as "Staff".
2. You will click the blue pencil to add an instructor, and it will pull a list of instructors linked to your unit from Identity Management. If you do not see the instructor you are looking to add, you will go all the way to the bottom of the list and select "Other…"
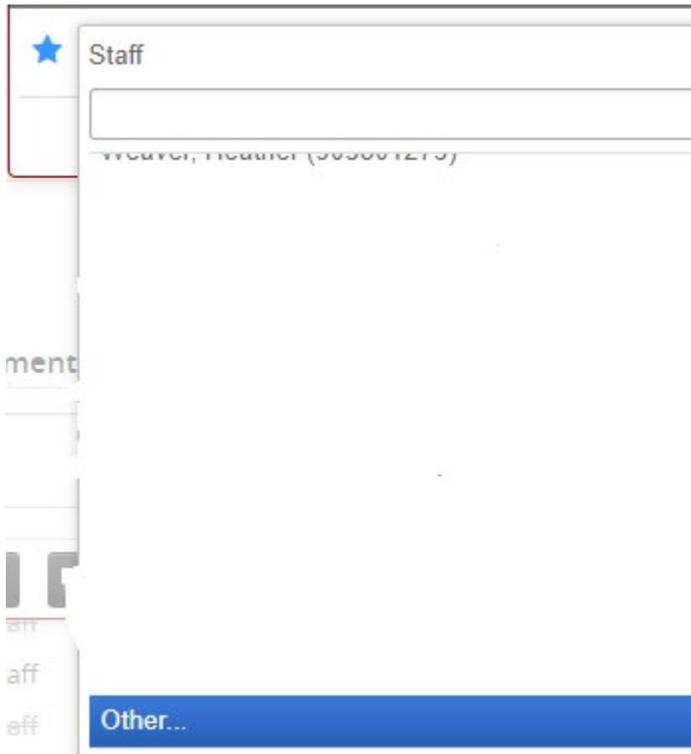
3. This will open a campus wide list of instructors. You should now be able to search and locate your instructor. If they still do not appear please contact the Office of the Registrar to check for issues.