Using Search Functionality
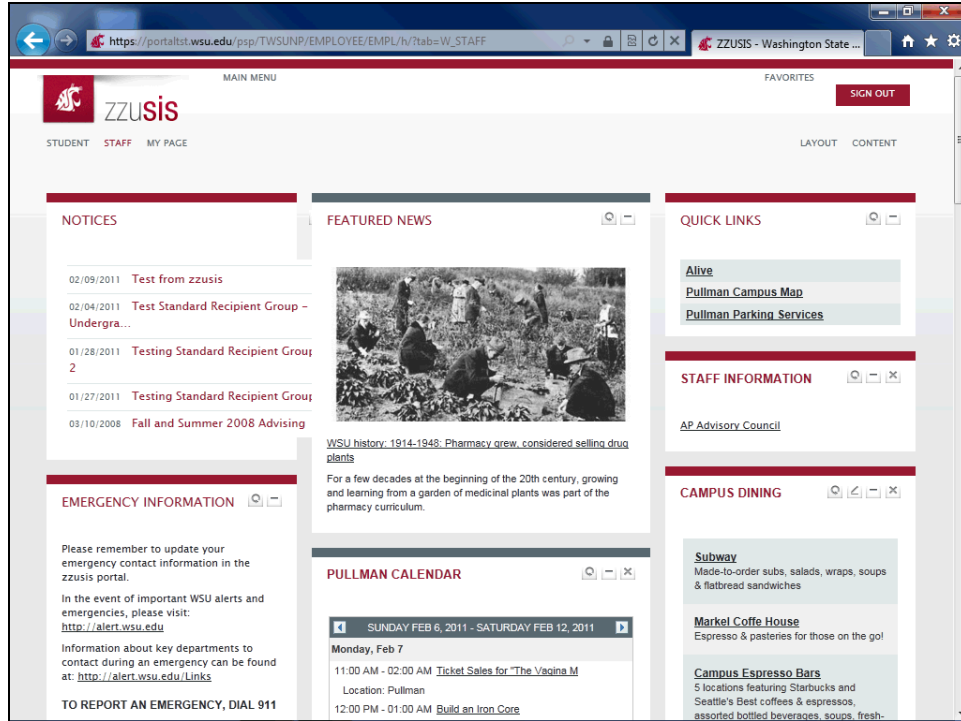
Step	Action
1.	Click the "Main Menu" button.
2.	Enter the desired information into the search field. For example, "academic calendar."
3.	Click "Go" to search.
4.	The search function has brought up a list of matches. Click the link to the item that most closely matches your desired function.
5.	The zzusis portal has sent you to your desired information or function, in a new browser window or tab. If you have additional questions, please refer to the other zzusis portal training guides or call the Help Desk at 335-4357. **End of Procedure.**