

## ***Find an Instructor's ID***

*Use this procedure to look up an instructor's ID.*

1. In the SPIRE Menu, go to **Course Maintenance > Schedule Instructors > Instructor/Advisor Status**.
2. On the *Instructor/Advisor Table – Find an Existing Value* page, enter the instructor's **Last Name** and **First Name**.
3. Click .
4. The ID appears at the top of the page, to the right of the instructor's name.

## ***Review an Instructor's Teaching Schedule***

*Use this procedure to look up an instructor's teaching schedule by term.*

1. In the SPIRE Menu, go to **Course Maintenance > Schedule Instructors > Instructor Schedule**.
2. On the *Instructor Schedule – Find an Existing Value* page, enter the **Term** and the instructor's **Last Name** and **First Name**.
3. Click .
4. Use the tabs on the *Instructor Schedule* page to review the instructor's schedule.