

FIRST NAME – Enter the employee’s first name or a partial name and the % Wildcard.

After locating an employee or a group of employees, highlight that name and click on Employee tab to view Personnel Directory Information on an employee.

The screenshot shows a web application window titled "Mississippi Student Information System : Personnel Directory Information - Production - Enter Mode". The window has a menu bar with "File", "Interfaces", "Maintenance", "Modules", "Reports", "Security", "Query", "Block", and "Help". Below the menu bar is a toolbar with icons for a folder, document, printer, magnifying glass, plus, minus, and help. The main content area is titled "Mississippi Student Information System Personnel Directory Information" and contains several input fields organized into sections:

- [Identification]**: Last Name, First Name, MI, SSN, Race, Gender, District, School, Personnel Type (set to "All").
- [Experience/Credentials]**: Years of Experience, Number of Certificates, Licensure Number.
- [School Phone]**: Area Code, Phone.
- [School Address]**: Address 1, Address 2, City, State, ZIP.