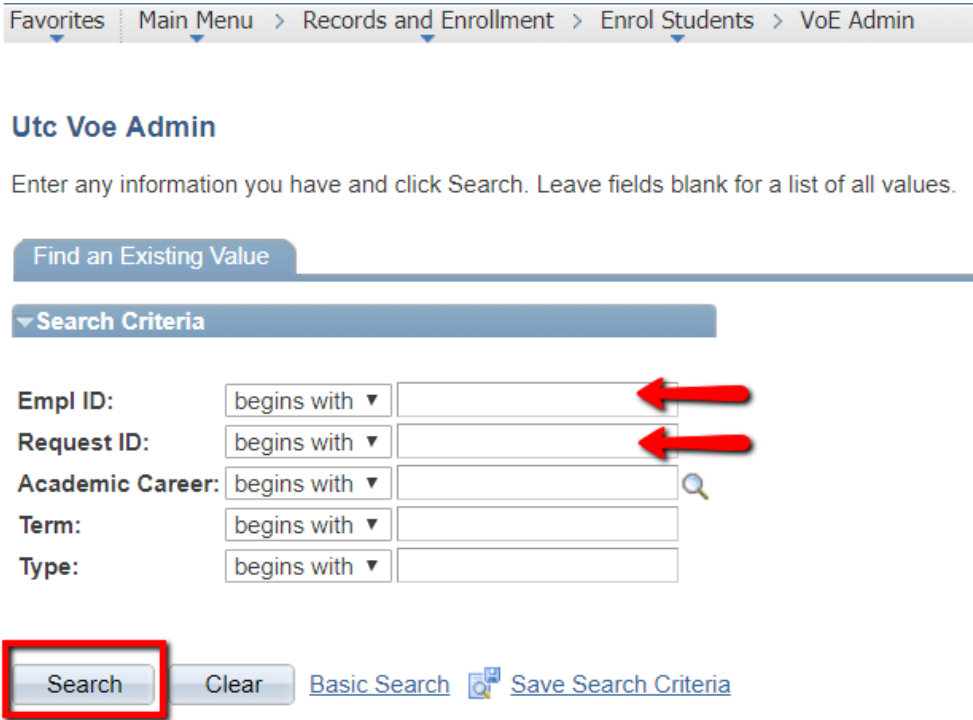


## How to search for a change request

Navigate to VOE Admin	<p>You will find the VOE Home page on PeopleSoft by going to the following: <b>Main Menu &gt; Records and Enrolment &gt; Enrol Students &gt; VOE Admin</b></p>
Enter in either Empl ID or Request ID	<p>- Enter either the student ID in the "Empl ID" or the VOE request ID, then click Search</p>  <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID: begins with ▼ <input type="text"/></p> <p>Request ID: begins with ▼ <input type="text"/></p> <p>Academic Career: begins with ▼ <input type="text"/></p> <p>Term: begins with ▼ <input type="text"/></p> <p>Type: begins with ▼ <input type="text"/></p> <p>Search Clear Basic Search Save Search Criteria</p>