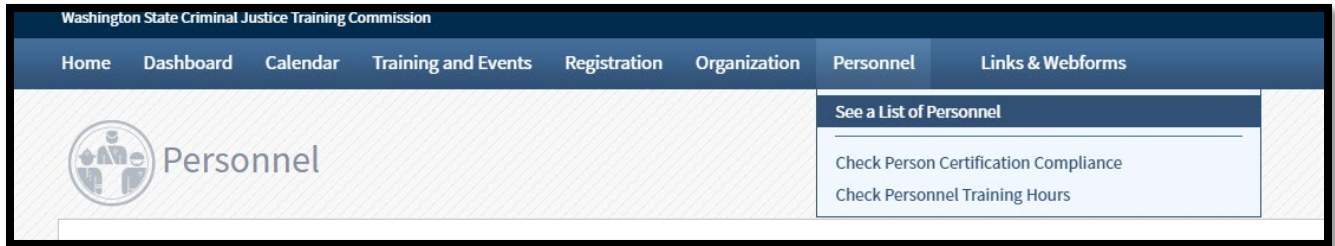


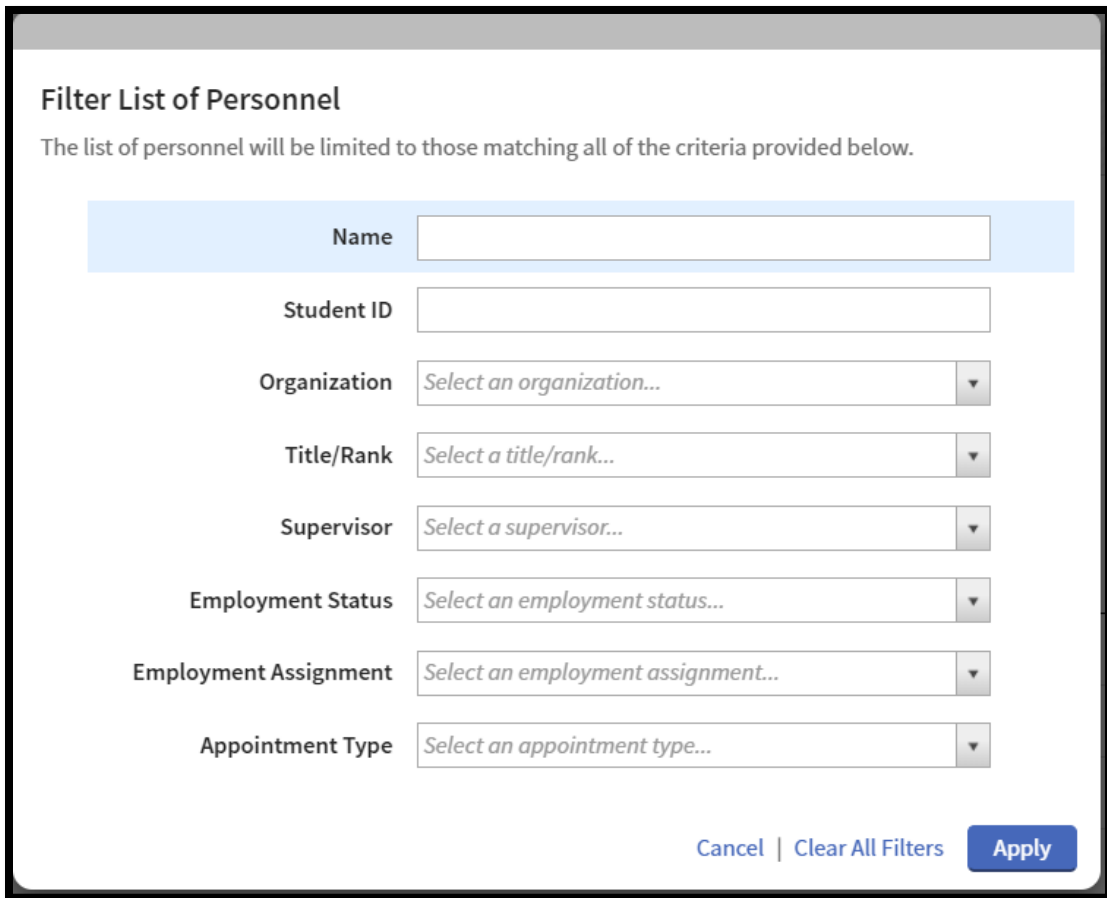
## Finding Personnel WSCJTC Acadis Student ID Numbers

Login to the WSCJTC Acadis Portal at [www.wscjtc.acadisonline.com](http://www.wscjtc.acadisonline.com)

Training managers/officers go to Personnel and then See a List of Personnel.



Once a training manager/officer click on the Filters, they will get this pop up. Make sure the **Employment Status – Any Active Status** listed in the filter.

The image shows a "Filter List of Personnel" dialog box. The title is "Filter List of Personnel" and the subtitle is "The list of personnel will be limited to those matching all of the criteria provided below." The dialog box contains several filter criteria, each with a text input field or a dropdown menu:

- Name: Text input field
- Student ID: Text input field
- Organization: Dropdown menu with "Select an organization..."
- Title/Rank: Dropdown menu with "Select a title/rank..."
- Supervisor: Dropdown menu with "Select a supervisor..."
- Employment Status: Dropdown menu with "Select an employment status..."
- Employment Assignment: Dropdown menu with "Select an employment assignment..."
- Appointment Type: Dropdown menu with "Select an appointment type..."

At the bottom right of the dialog box, there are three buttons: "Cancel", "Clear All Filters", and "Apply".

The WSCJTC Acadis Portal Student ID is listed on the second column.

The screenshot shows the 'Personnel' section of the WSCJTC Acadis Portal. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Calendar', and 'Training and Events'. Below this is a 'Personnel' header with a logo. A 'Check Compliance Monitor' button is visible. The main content area is titled 'Personnel (172)' and includes a filter for 'Employment Status = Any active status'. A table lists employees with columns for 'Name' and 'Student ID'. The 'Student ID' column is highlighted with a red box, showing values: 1001-1940, 1001-0164, 1001-0044, and 1000-1016.

Name ▲	Student ID
	1001-1940
	1001-0164
	1001-0044
	1000-1016

The training manager/officer can also export this list (as an Excel spreadsheet) of these employees by using the Export All Employees button on the far right. [Here is a link to those details.](#)

This screenshot shows the same 'Personnel' page but with a wider view. The 'Export All Employees' button is circled in red. Below the table, a header row lists the columns: Name ▲, Student ID, Organization, Title/Rank, Employment Assignment / Appointment Type, Last Hired, Supervisor, and Employment Status.

Name ▲	Student ID	Organization	Title/Rank	Employment Assignment / Appointment Type	Last Hired	Supervisor	Employment Status
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The training manager/officer can also click on the personnel's name and go to their page.


Check  
Compliance  
Monitor


## Personnel (172)

Employment Status = Any active status | x

Name ▲		Student ID	Organization
<a href="#">Mathews, Victoria N.</a>	✉	5540-2068	WSCJTC

Individuals and training managers/officers can find their own student ID number on their home page when they first log in.

 **Personnel**  
Personnel Record

 **Mathews, Victoria N.**

**Student ID**  
5540-2068

**Mailing Address**  
19010 1 Ave South  
Burien, WA 98148