# Student Directory Information Access – Department Administrative Support Staff

For student with a major or minor in your department, you can find their <u>email address</u> by navigating to the PeopleSoft page 'View Students in an Org.'   Enter your department (called 'Academic Organization' in PeopleSoft).   Then click the button 'View Results.'
You can click on the student's name to send an email.
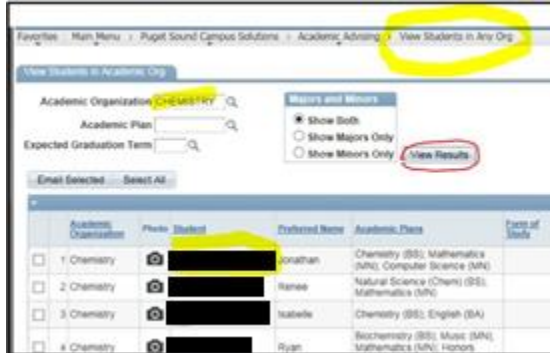
To find any registered student's email addresses and campus mail box, even if they are not a declared major or minor in your department, look for the student directory query in PeopleSoft.

Navigate to Query Viewer.   Search for the query UP_SR_STUDENT_DIRECTORY.
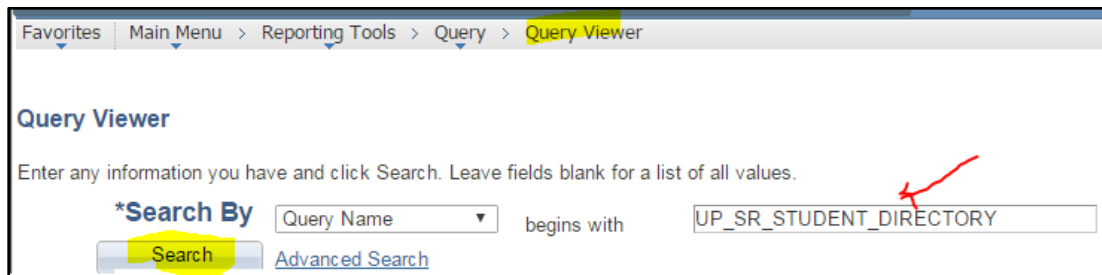
Note: You can also search for students who were registered in prior terms. Keep in mind that the Puget Sound email and CMB will no longer display, but if the university has an alternate email on file, it will be there.

The query will prompt you to enter the term for which the student is registered.

If you are looking for just one student, you can enter the <u>complete</u> last name of the student or the student's UPSID.   Click OK.
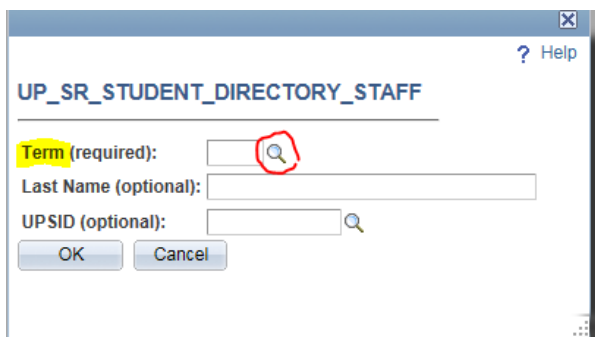
Tip: If you plan to refer to directory information frequently, you may want to download an Excel copy and keep it on your desktop, or another convenient location on your computer.