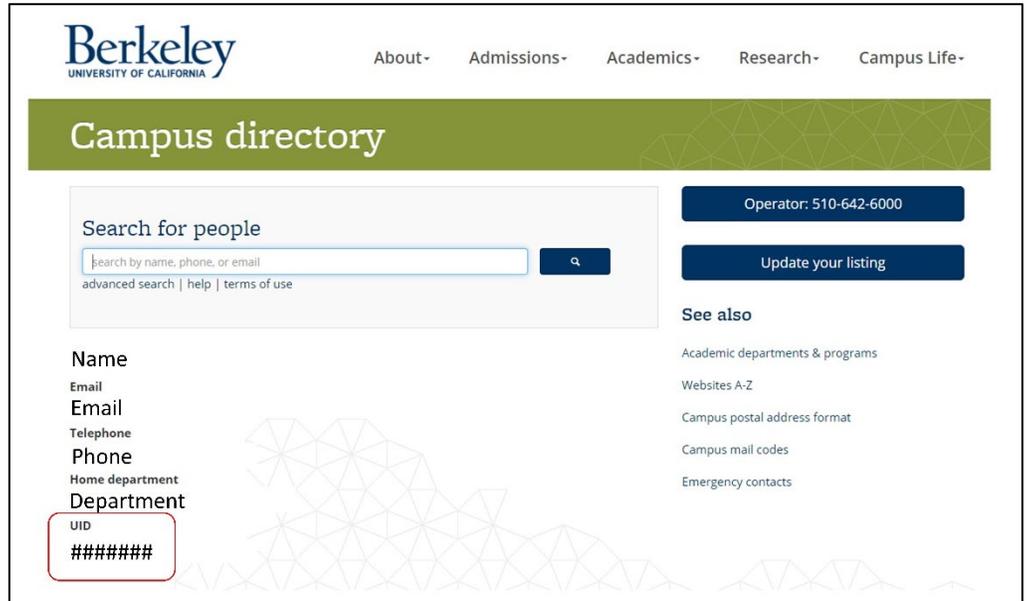


## How can I add a person who is not appearing in the Personnel Information section when I search for them by name?\*

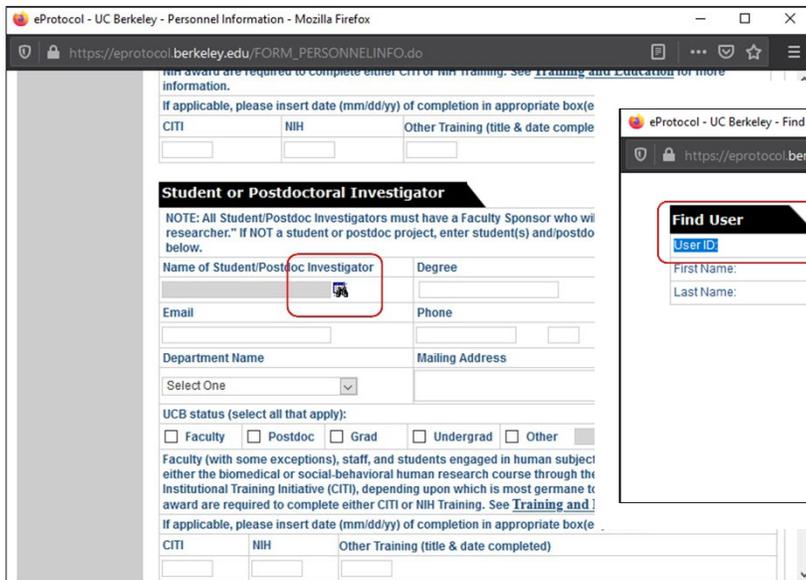
Search in the [UC Berkeley Directory](#) for the person you are trying to add. Once you have found their listing, locate the “UID” listed at the bottom of the webpage; note that UIDs are different from both Student IDs and Employee IDs.

\*Note: Only UC Berkeley personnel may be added to the Personnel Information section in eProtocol.

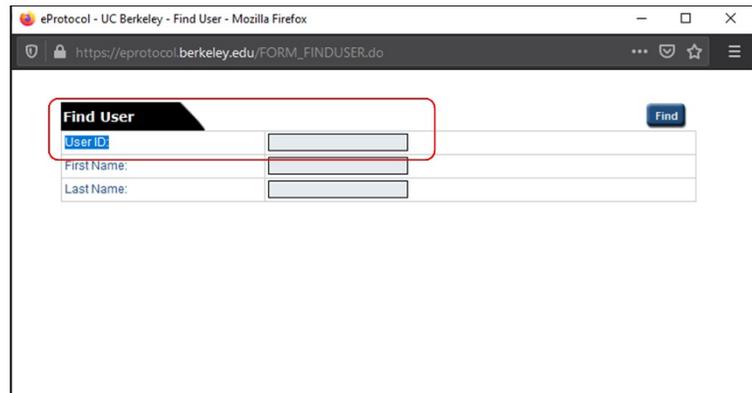
When back in the protocol, click the binocular icon next to the Name field on the Personnel Information tab and search for the person by entering the UID number in the top field, “User ID.” If the person still does not appear after searching using their UID number, please contact [ophs@berkeley.edu](mailto:ophs@berkeley.edu) for assistance.



The screenshot shows the UC Berkeley Campus Directory search interface. At the top, there is a navigation menu with links for About, Admissions, Academics, Research, and Campus Life. Below this is a green header with the text "Campus directory". A search box is prominently displayed with the text "Search for people" and a search button. Below the search box, there are several fields: Name, Email, Telephone, Phone, Home department, Department, and UID. The UID field is highlighted with a red box and contains the text "#####". To the right of the search box, there are two buttons: "Operator: 510-642-6000" and "Update your listing". Below these buttons, there is a "See also" section with links to "Academic departments & programs", "Websites A-Z", "Campus postal address format", "Campus mail codes", and "Emergency contacts".



The screenshot shows the eProtocol Personnel Information form. The form is titled "Personnel Information" and contains several sections. The "Student or Postdoctoral Investigator" section is highlighted with a black background and white text. Below this section, there are several fields: "Name of Student/Postdoc Investigator", "Degree", "Email", "Phone", "Department Name", and "Mailing Address". The "Name of Student/Postdoc Investigator" field is highlighted with a red box. Below these fields, there is a "UCB status (select all that apply):" section with checkboxes for "Faculty", "Postdoc", "Grad", "Undergrad", and "Other". The "Faculty" checkbox is checked. Below the "UCB status" section, there is a "NOTE: All Student/Postdoc Investigators must have a Faculty Sponsor who will researcher." and a "Training and Education" section with fields for "CITI", "NIH", and "Other Training (title & date completed)".



The screenshot shows the eProtocol Find User form. The form is titled "Find User" and contains a search box with a "Find" button. Below the search box, there are three fields: "User ID:", "First Name:", and "Last Name:". The "User ID:" field is highlighted with a red box.