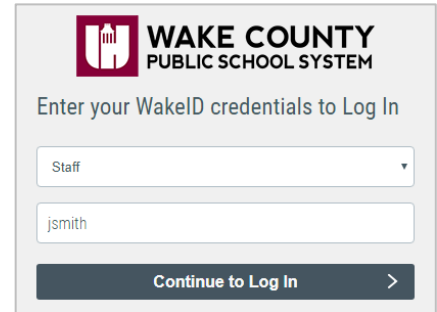


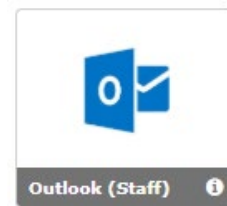


1. Go to **WakeID Portal**, <https://wakeid.wcpss.net/>.



2. Log in using your **WakeID credentials**.

3. Click **Outlook (Staff)**.



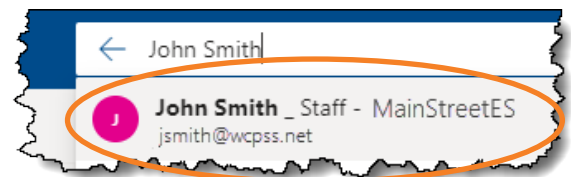
4. In lower-left corner, click **People**.



5. Click **search bar** at top.



6. Type **employee's name**.



7. Click **employee** to view detailed information.

