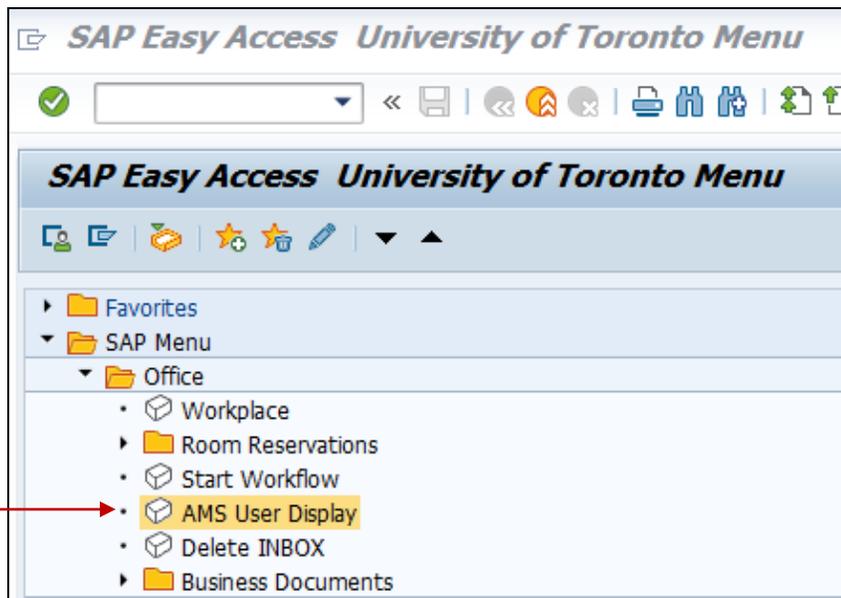


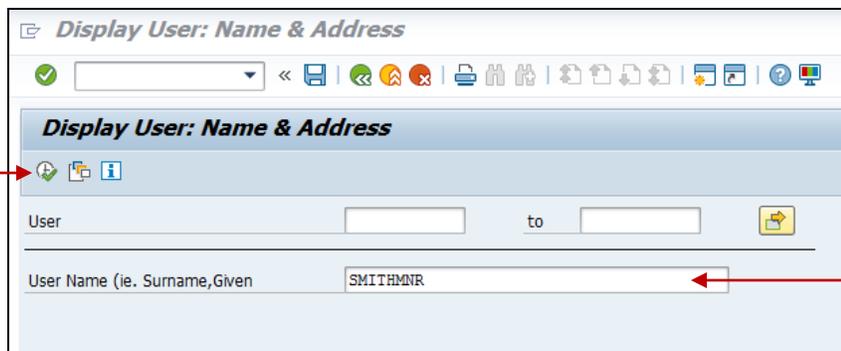
## How A Business Officer Can Look Up an AMS UserID – June 2016

If you do not know the userID of one of your PIs (e.g. when using My Research On Line), you can look it up in AMS as follows.

Log into the AMS system. On the first screen, click on the “Office” folder and double-click on “AMS User Display”.



In the Display User screen, enter the last name of the user in the “User Name” field, and click “execute”.



Scroll through the results to find the relevant PI (user ID appears in blue).