**Searching for a Page**

If you do not know the navigation path, there is a new search option available for locating a particular page in PeopleSoft V9. This search option will allow you to type key words in the search box and return a list of possible matches.

**Steps**

1. **At the top of the main menu, there is a Search field.**

   ![Image](image_url)

   ![Image](image_url)

   **Steps**

   1. **In the Search field, type a keyword for the page that you want to locate.**

      In class, enter *Address*. 

      ![Image](image_url)
3. Click on the **Start your Search** button.

The search results display and included is a short summary of each option.

4. Review the search results. To navigate to the page, click on the blue link under Search Results for the page that you want to navigate to.

If you need to conduct a new search, enter new keywords in the edit box and click on the **Find** button.

If you need to return to the PeopleSoft Home Page, click on the **Home** link in the Navigation Header.
Steps

5. In class, select the **Addresses** option from the search results list.

The search page for Addresses displays.