

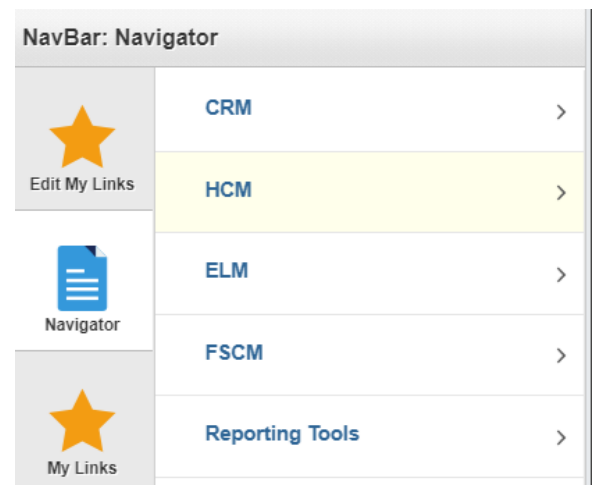
In the top right corner, click on the **Navigator icon** (looks like a compass)



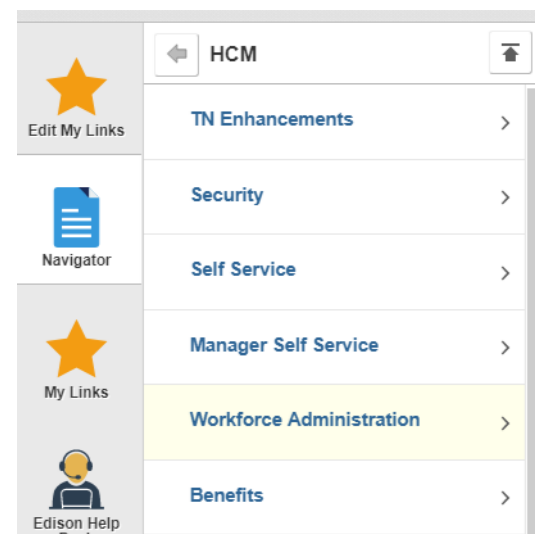
Click the **Navigator** option.



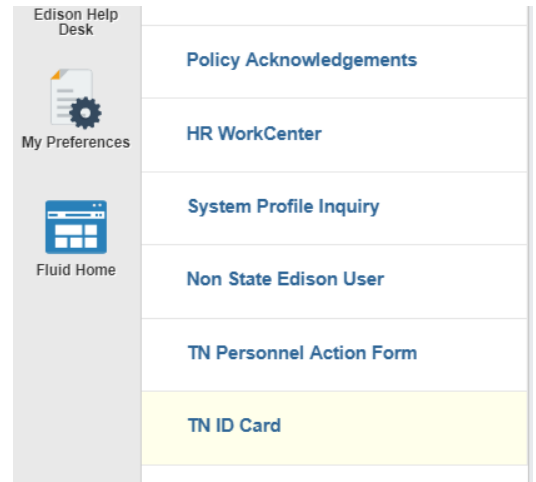
Select **HCM**



Select **Workforce Administration**



Select **TN ID Card** (scroll to very bottom)



Enter your **Last Name** only and click **Search**

A search form titled 'Find an Existing Value'. It has a dropdown menu for 'Search Criteria'. Below this are four input fields, each with a 'begins with' dropdown and a text box. The fields are for 'User ID', 'Empl ID', 'Name', and 'Last Name'. Red arrows point to the 'Last Name' field and the 'Search' button. Below the fields is a checkbox for 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

You will see the option to **Print State ID Card**

