
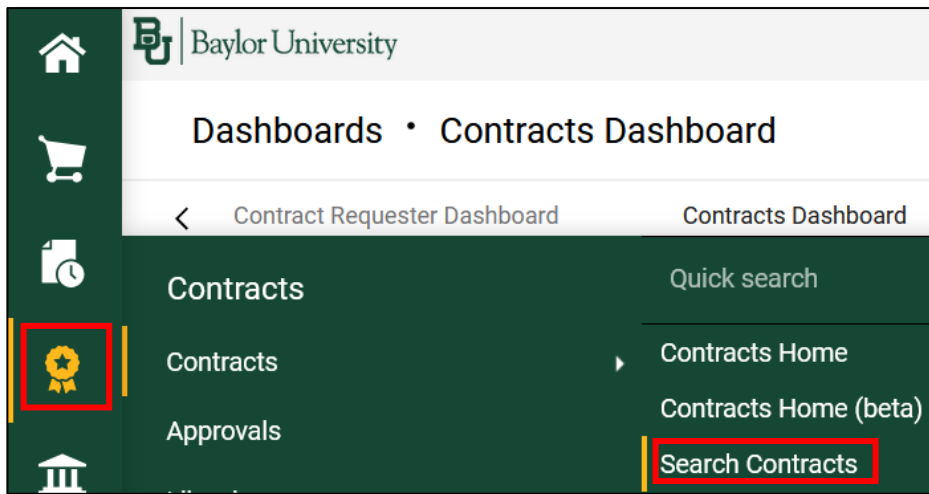


Overview

This job aid is for TCM users who need to utilize the search feature to identify internship contracts for a specific academic program.

Initial Navigation

1. Log into www.baylor.edu/tcm using Baylor credentials.
2. From the home page, hover over the Contracts icon  and select **Search Contracts**.

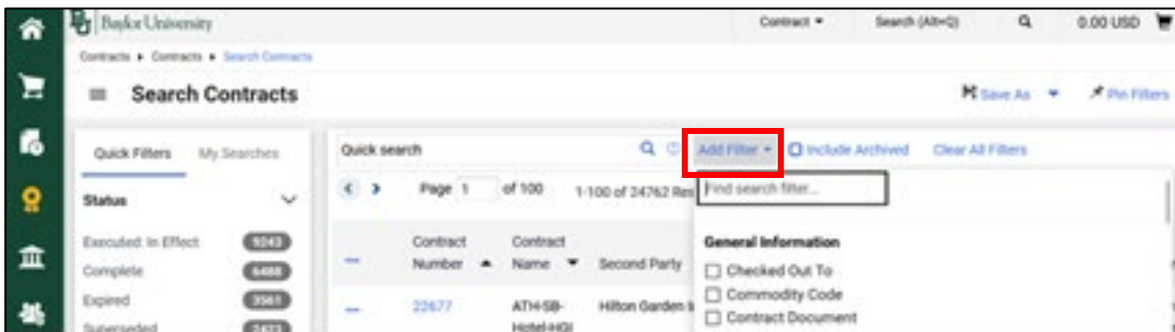


3. Once logged in, users can search in the following modes:
 - a. New Search Experience
 - b. Classic Search Experience
 - **Note:** The Classic Search Experience will be phased out in the future.

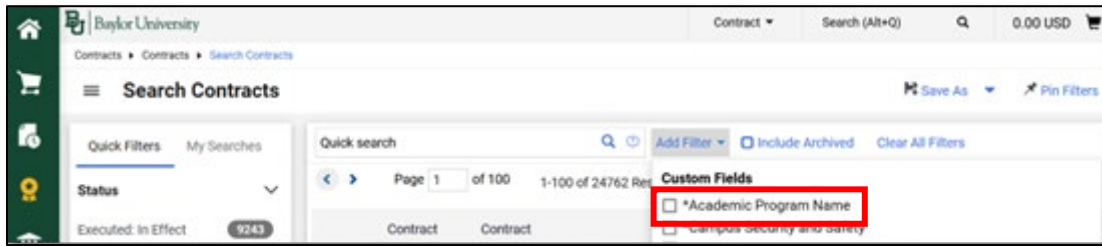
New Search Experience

If using the New Search Experience:

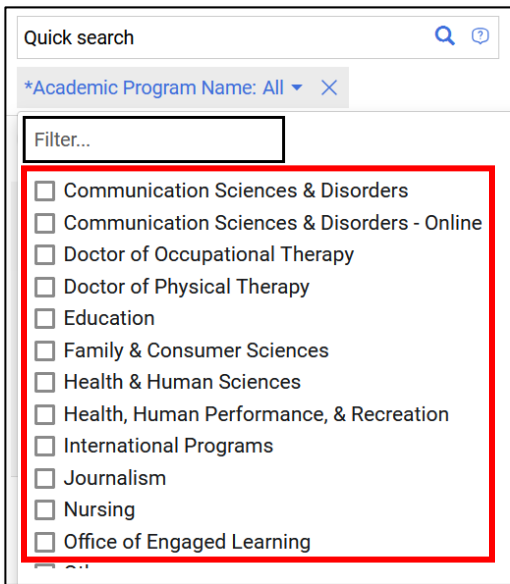
1. Click on the **Add Filter** button to pull up the filter options.



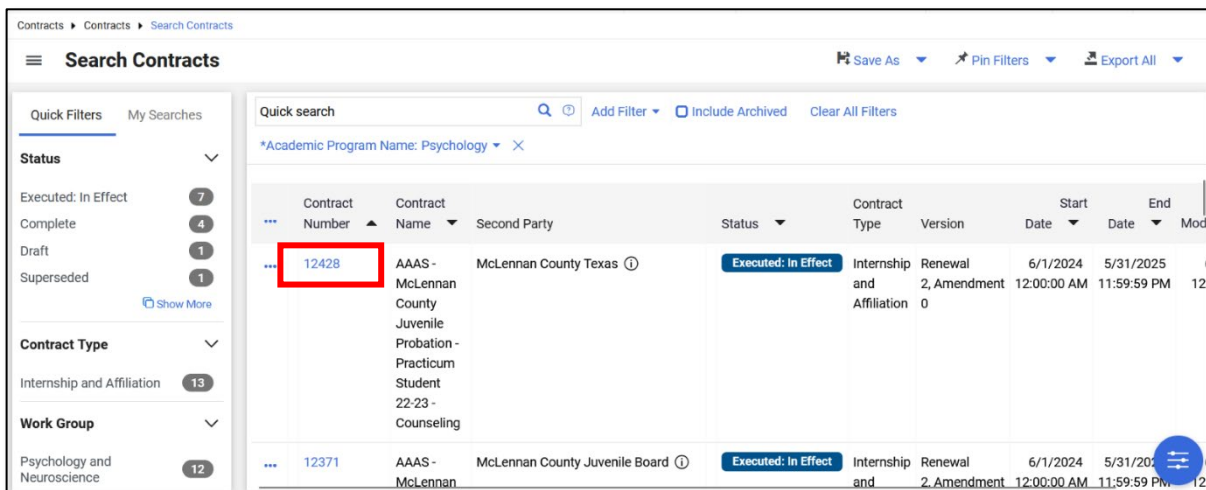
2. Scroll down the filter options and select ***Academic Program Name**.



3. Select the appropriate **Academic Program** and review the search results.



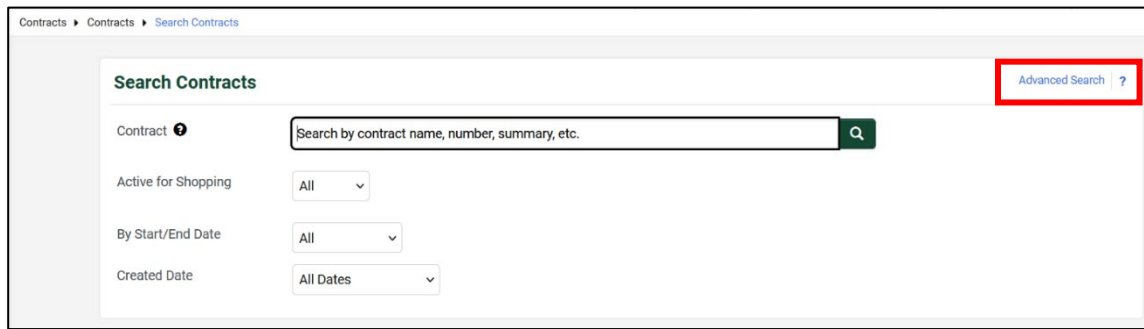
4. Review the search results. Click on the **Contract Number** link to view the contract.



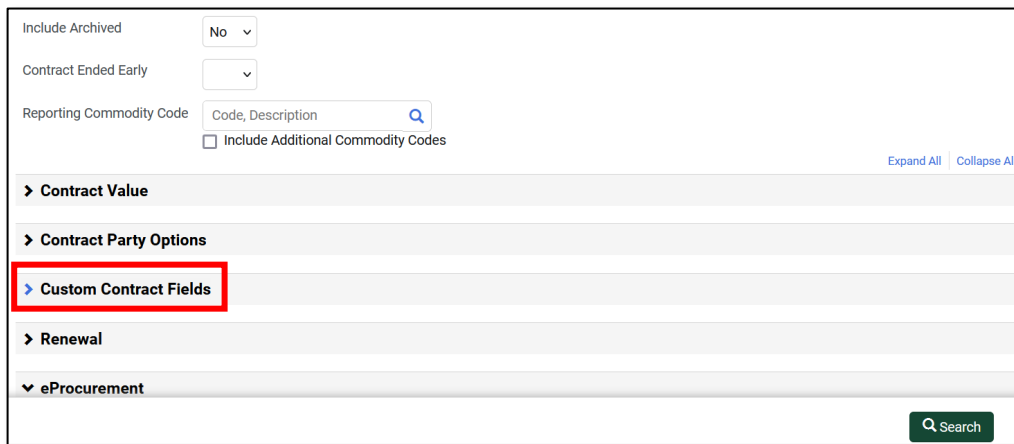
Classic Search Experience

If using the Classic Search Experience:

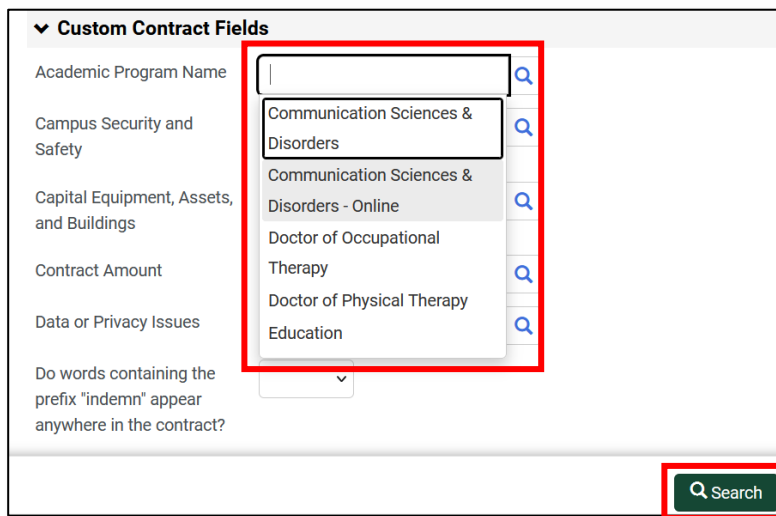
1. Click on **Advanced Search**.



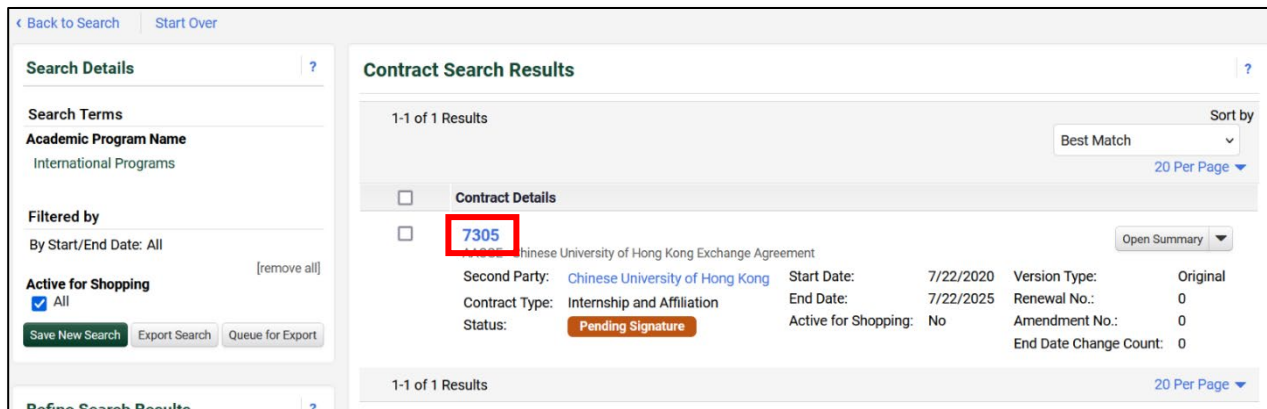
2. Scroll down the options and expand **Custom Contract Fields**.



3. Select the appropriate Academic Program from the **Academic Program Name** field and select **Search**.

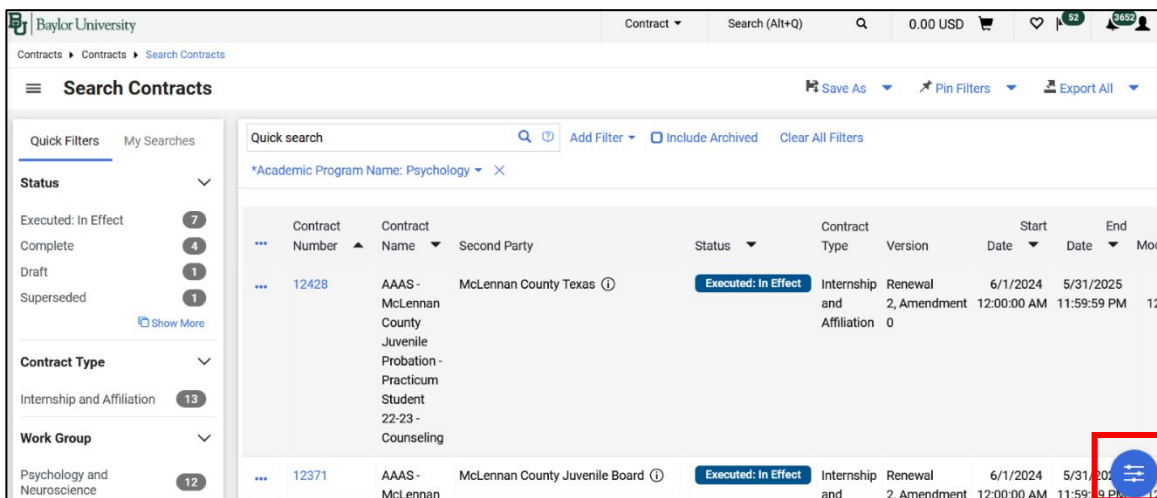


- Review the search results. Click on the **Contract Number** link to view the contract.



How to Toggle between Search Experiences

- Click on the **Toggle Button** on the bottom right.



- Select the desired experience and **Save**.

