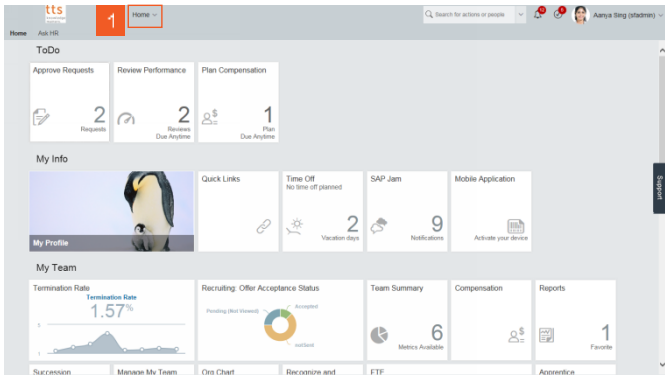
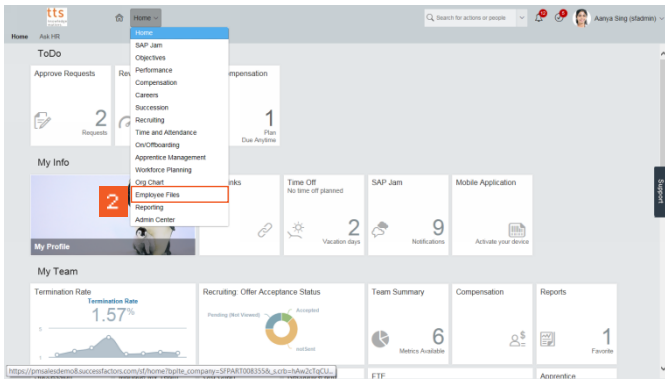


Home - Internet Explorer

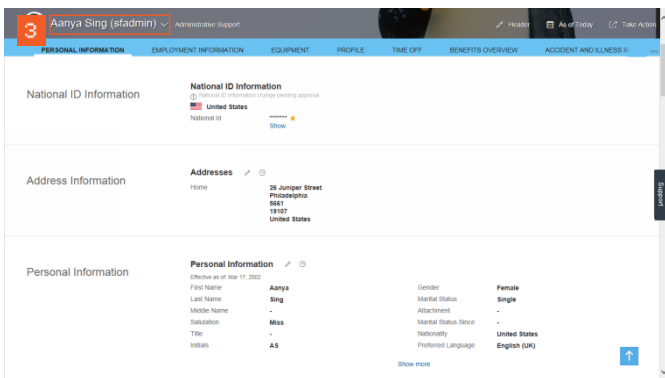


1 Click the **Home** Menu drop down list.

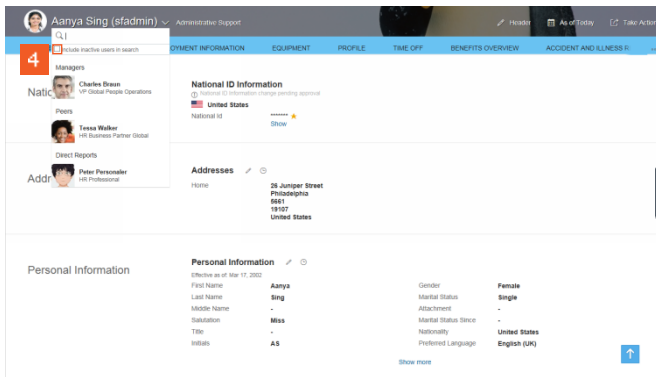


2 Click **Employee Files**

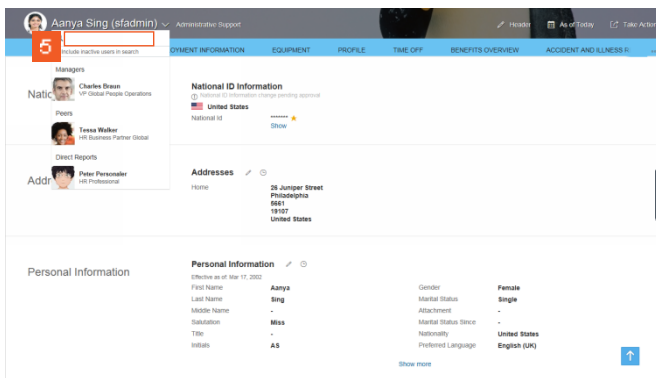
SuccessFactors: People Profile - Internet Explorer



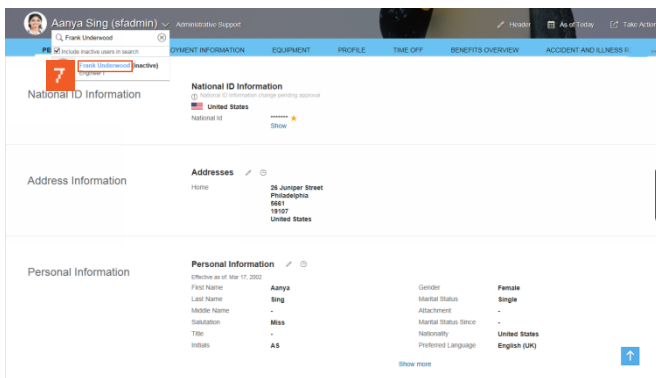
3 Click the displayed login name. In this examples "**Aayana Sing (sfadmin)**" is used.



4 Tick the box next to **Include inactive users in search**.



5 Click the **Search** field.



6 Enter the name of the inactive employee **Frank Underwood** in the Search field.

7 Click the name of the inactive employee **Frank Underwood** in the drop down list.

