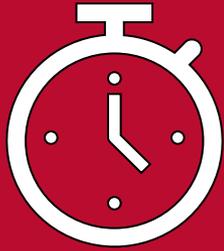


Welcome to the Art & Science of Data

This session will begin shortly!



Session Reminders:

- Remain muted
- Share video
- Use chat for questions during the presentation (if applicable)
- Complete the survey



Grant Writing: Finding the Student Data you Need



DIVISION OF
ENROLLMENT
MANAGEMENT

Objectives:

In this session, you will:

- ▶ Learn how to gain access to MyReports
- ▶ Find applicant, offers, and accepts numbers for your programs
- ▶ Understand Admissions Data and how to use it for your business needs.

How to get access to MyReports?

- ▶ Go to: <http://my.unm.edu> and log in with your NetID

UNM THE UNIVERSITY OF
NEW MEXICO

Central Authentication Service

UNM NetID:

Password:

Warn before logging into other sites.

LOGIN

When you are finished accessing authenticated services, for security reasons, please **log out** and **exit your web browser**.

Be wary of any program or web page that asks you for your NetID and password. Your browser should visually indicate that you are accessing a secure page.

Get help with your UNM NetID:

- [Create a UNM NetID](#)
- [Reset Password](#)
- [Change Password](#)

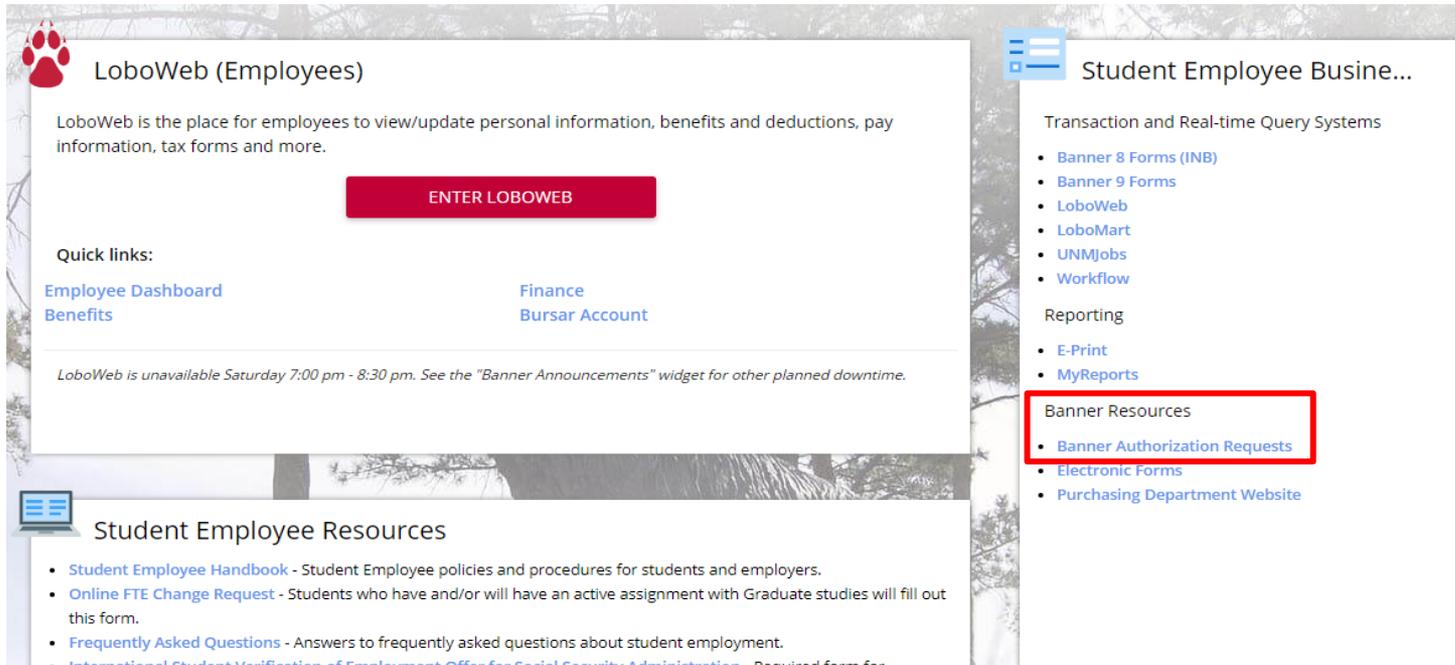
Sensitive and Protected Information Statement:

When using UNM online services, you agree to act in accordance with applicable laws, regulations, and also in accordance with The University of New Mexico policies, procedures and operational controls regarding UNM sensitive and protected data as identified in UNM Policy 2520, which states: "Users are responsible for proper use and protection of University information and are prohibited from sharing information with unauthorized individuals." 2520 also states "Access to ... sensitive and protected information must be authorized by the department head and approved by the University designated data custodian."

For assistance with the operational controls for HIPAA information, please consult the HSC Privacy Office; for assistance with FERPA information, please consult the UNM Registrar. For all other sensitive or protected data, please open a HELP ticket, and the UNM Information Security and Privacy team will assist you in identifying the appropriate data steward.

MyReports Request in Banner:

- ▶ In Employee tab under Banner Resources select Banner Authorization Request



The screenshot displays the Banner system interface. On the left, the 'LoboWeb (Employees)' section features a red paw print icon, a description of the service, a red 'ENTER LOBOWEB' button, and quick links for 'Employee Dashboard Benefits' and 'Finance Bursar Account'. A note indicates that LoboWeb is unavailable on Saturdays from 7:00 pm to 8:30 pm. Below this is the 'Student Employee Resources' section with a list of links including 'Student Employee Handbook', 'Online FTE Change Request', 'Frequently Asked Questions', and 'International Student Verification of Employment Offer for Social Security Administration'. On the right, the 'Student Employee Business...' sidebar lists various systems and resources. The 'Banner Resources' section is highlighted with a red box, containing a list of links: 'Banner Authorization Requests', 'Electronic Forms', and 'Purchasing Department Website'.

- ▶ Banner Authorization Request is often referred to as the BAR

BAR Roles for MyReports Users:

- ▶ **MyReports Viewers (MyReports User)** - Can only view and run the reports available in the folder given permission to. The majority of users request one of these roles.
- ▶ **Power Users (MyReports Writer)** - Can create and modify custom reports in the folder given access to. You do not need viewer access if you are approved for power user. These roles are normally requested by technical staff that will be writing custom reports for their college.
- ▶ For more information visit <https://myreportsinfo.unm.edu>

VPN Access (only necessary from non-UNM network) :



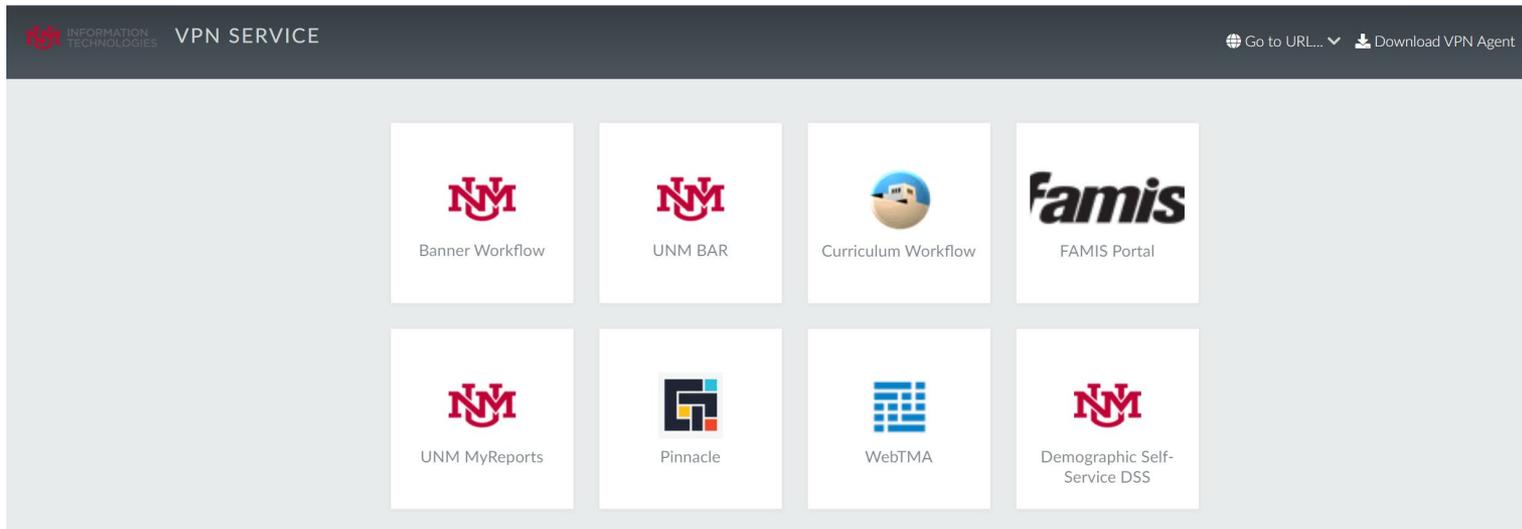
The screenshot shows the login interface for the UNM Information Technologies VPN Service. At the top left is the UNM logo followed by the text 'INFORMATION TECHNOLOGIES'. Below this, the text 'VPN Service' is centered. There are two input fields: the first is labeled 'UNM NetID' and the second is labeled 'UNM NetID Password'. Below the password field is a blue button with the text 'LOG IN'.

- ▶ When an employee needs external UNM network access VPN through <http://unmvpn.unm.edu/>

- ▶ This website can be used for requesting BAR access and MyReports when working from home or attending conferences.

VPN Access or Wireless Network (only necessary from non-Ethernet network) :

- ▶ When signing into the VPN you should see the images below.



MyReports Portal:

- ▶ After your BAR request has been approved login to MyReports by clicking the link under Reporting at <http://my.unm.edu> or if off campus use <http://unmvpn.unm.edu/>.

The screenshot displays two web portals side-by-side. The left portal is titled 'LoboWeb (Employees)' and features a red paw print icon. It includes a description of the portal's purpose, a red 'ENTER LOBOWEB' button, and quick links for 'Employee Dashboard Benefits' and 'Finance Bursar Account'. A notice at the bottom states that LoboWeb is unavailable on Saturdays from 7:00 pm to 8:30 pm. The right portal is titled 'Student Employee Business...' and lists various systems and resources. A red box highlights the 'Reporting' section, which contains a link to 'MyReports'. Below this, there is a 'Banner Resources' section with links for 'Banner Authorization Requests', 'Electronic Forms', and 'Purchasing Department Website'.

LoboWeb (Employees)

LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

ENTER LOBOWEB

Quick links:

- [Employee Dashboard Benefits](#)
- [Finance Bursar Account](#)

LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm. See the "Banner Announcements" widget for other planned downtime.

Student Employee Business...

Transaction and Real-time Query Systems

- [Banner 8 Forms \(INB\)](#)
- [Banner 9 Forms](#)
- [LoboWeb](#)
- [LoboMart](#)
- [UNMJobs](#)
- [Workflow](#)

Reporting

- [MyReports](#)

Banner Resources

- [Banner Authorization Requests](#)
- [Electronic Forms](#)
- [Purchasing Department Website](#)

Student Employee Resources

- [Student Employee Handbook](#) - Student Employee policies and procedures for students and employers.
- [Online FTE Change Request](#) - Students who have and/or will have an active assignment with Graduate studies will fill out this form.
- [Frequently Asked Questions](#) - Answers to frequently asked questions about student employment.
- [International Student Verification of Employment Offer for Social Security Administration](#) - Required form for

MyReports Portal:

- ▶ Log in with your NetID



The screenshot shows the MyReports portal login interface. At the top left, the text "MyReports" is displayed in a large, dark font, with the URL "myreports.unm.edu" underneath it. To the right of this header is the "NM" logo. Below the header, the text "WebFocus Sign In" is centered. Underneath, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Sign In" button. At the bottom of the page, there is a red banner with the "NM" logo and the text "THE UNIVERSITY OF NEW MEXICO".

MyReports Portal:

- ▶ Click on Helpful Links to get support.



Welcome to The University of New Mexico MyReports Portal

Helpful Links:

[MyReports Info](#)



Use it as an additional resource.

[HELP.UNM](#)
[FASTINFO](#)
[IT ALERTS](#)

MyReports is supported by a few different support departments - each one provides support for specific topics.

For assistance with reports on the Finance tab, please contact Finance Systems Management via email to fsm@unm.edu.

For assistance with reports on the Payroll tab, please contact Payroll via email to pay@unm.edu or 277-2353.

For assistance with reports on the Student tab, please contact EMRT via email to emrt@unm.edu.

For assistance with reports on the Data Marts tab, please contact OIA via email to uia@unm.edu.

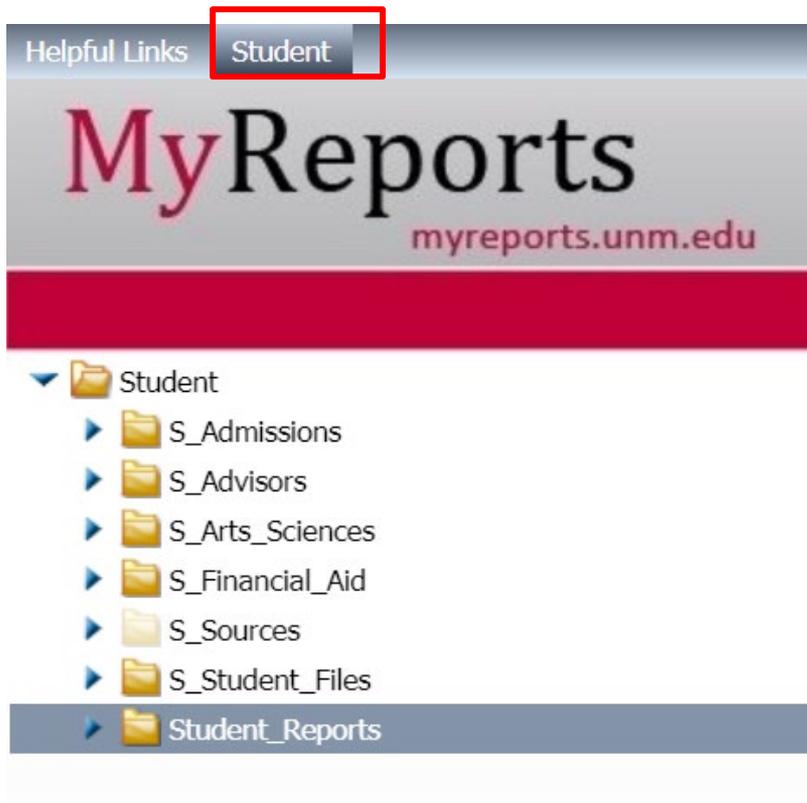
For assistance with reports on the Sponsored Research tab, please contact Office of Sponsored Projects at osp@unm.edu.

For assistance with system-wide outages or perceived service impairment, please view IT Alerts for a list of known planned and unplanned outages.

For assistance with desktop issues, please contact your departmental IT administrator. If you are a departmental administrator, or you do not have a departmental IT administrator, the UNM IT Service Desk provides limited desktop compatibility support via Help.UNM or 277-5757.

To report an outage or impairment not listed on IT Alerts, please contact UNM IT Customer Support Services via Help.UNM or 277-5757.

MyReports Portal:



- ▶ After Logging in click the Student tab as shown in the figure.
- ▶ Under Student you can see all the folders and its contents you have access as per your Bar Role.

Admissions Data:



- ▶ To Run a report select the report and double click on the file.
- ▶ You can also run the file by Right clicking on the report and selecting “*View*”.

Admissions Data:

- ▶ Select the Academic Period, Campus, any fields you want to see on the report, and output format of the report.

Admissions Applicants Detail Guided Adhoc

Academic Period
Summer 2021
Spring 2021
Fall 2020
Summer 2020
Spring 2020
Fall 2019
Summer 2019

Admissions Campus
ABQ - Albuquerque/N

Select Type of Display Output
 HTML Active HTML Excel PDF

Save Selections

Run Report

Please Select Sort Field(s)

- Second Concentration Code
- Second Concentration
- First Minor Code
- First Minor
- Second Minor Code
- Second Minor
- Department Code
- Department
- Application Status Code
- Application Status Date
- Admissions Population Code
- Admissions Population
- Citizenship
- Name

Please Select Detail Field(s)

- Academic Period
- ID
- Confidentiality Ind.
- Latest Decision
- Latest Decision Date
- Application Status
- Student Level
- Student Population
- Residency
- College
- Major Code
- Major
- Student Middle Name
- Email Address
- Phone Number
- Street Line 1
- Street Line 2
- City
- State/Province Code
- Nation
- Zipcode
- Nation of Citizenship
- Transfer GPA
- High School Cum GPA
- High School Core Curricula GPA
- Institution Name
- Deceased Status
- Student First Name
- Student Last Name
- IPEDS Race
- Gender
- Current Age

College

- ALL
- AP - School of Arch. and Planning
- AS - College of Arts and Sciences
- ED - College of Education
- EN - School of Engineering
- FA - College of Fine Arts
- GP - Graduate Programs
- HC - Honors College
- LL - Univ Libraries & Learn Science
- LW - School of Law

Major

- ALL
- 001 - Undecided
- 229 - Tax Accounting (Conct)
- ABA - Applied Behavior Analysis
- ACCT - Accounting
- AMST - American Studies
- ANTH - Anthropology
- ARCH - Architecture
- ARTE - Art Education
- ARTH - Art History

First Concentration

- ALL
- MISSING

Residency

- ALL
- Non-Resident
- Resident
- International

Student Population

- ALL
- F - First Time Grad/Prf Deg not UNM
- G - First Time Grad/Prof w/UNM Deg
- R - Readmit

Student Level

- ALL
- GR - Graduate/GASM

Latest Decision

- ALL
-
- B - Cancel Before Adm Decision
- BB - Sem Change Before Adm Dec
- CC - Sem Change After Adm Decl
- E - Admitted
- JE - PreReg Admitted

Application Status

- ALL
- D - Decision Made
- I - Incomplete Items outstandi

Possible Issues:

- ▶ If you want a full academic year make sure to select 3 semesters for your report including a fall, spring, and summer academic period.
- ▶ If you select a Major do NOT forget to select the corresponding Pre-Major.
- ▶ If you select a College do NOT forget that most graduate programs are in the GP - Graduate Programs college.
- ▶ If a value does not show up on the dashboard for your selection then there is no associated data with that value.

The Data:

▶ Latest Decision Code Meanings:

Category	Admit Code	Definition
In Progress	FR - Final/Dept Review	Graduate application is complete and has been submitted to graduate unit for decision
Incomplete	- Blank or Null	Application is incomplete and requires student to submit additional information
Refused	GW - Gateway	Not admissible resident of NM, but can join Gateway Program
Refused	R - Refusal	Admission denied
Cancel	B - Cancel Before Admission Decision	Admission application is cancelled prior to admission decision
Cancel	BB - Cancel Before Decision Semester Change	Admission application semester is changed prior to admission decision
Cancelled /Admitted	C - Cancel After Decision Made	Admission Application is cancelled after admission decision
Cancelled /Admitted	CC - Cancel After Decision Semester Change	Admission application semester is changed after admission decision

The Data:

▶ Latest Decision Code Meanings Continued:

Category	Admit Code	Definition
Admission Offered	AO - Admission Offered Graduate	Graduate admission is being offered to the student by a graduate unit but still awaiting student's acceptance or decline of the offer
Admission Offered	ES - Early Start Program Offered	Offer to Early Start Program, but not admissible as regular admit due to low GPA/Test score
Admission Offered	N - International Admission Offer	Received acceptance of admissions offer from student by email and I-20 process can begin
Admitted	E - Admitted	Regular admit not requiring additional documents/credentials
Admitted	ED - Dual Enrollment Graduate	Graduate student admitted to a dual degree program
Admitted	F - Freshman Formula Admit	Regular freshman admit based on gpa and/or test scores
Admitted	JE - Pre-registered Admit	Regular admit based on gpa and/or test scores that is already registered
Admitted	JF - Pre-registered Formula Admit	Regular freshman admit based on gpa and/or test scores that is already registered
Admitted	LE - Pre-registered Provisional Admit	Provisional admit based on gpa and/or test scores that is already registered
Admitted	LF - Pre-registered Provisional Formula Admit	Freshman provisional admit based on gpa and/or test scores that is already registered

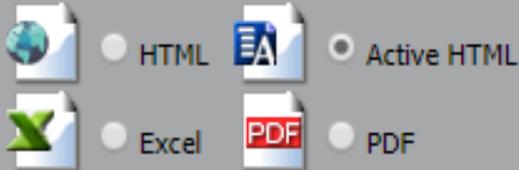
The Data:

▶ Latest Decision Code Meanings Continued:

Category	Admit Code	Definition
Admitted	PE - Provisional Residency to Regular Admit	Regular admit based on gpa and/or test scores but residency is not determined.
Admitted	PF - Provisional Residency to Formula Admit	Regular freshman admit based on gpa and/or test scores but residency is not determined.
Admitted	QE - Pre-registered Admit from Provisional	Finalizing a provisional Admit
Admitted	QF - Pre-registered Admit from Provisional	Finalizing a provisional freshman Admit
Admitted	QX - Pre-registered Admit from Provisional	Finalizing a provisional Special Admissions
Admitted	S - Provisional Admit	Provisional admit pending missing credentials
Admitted	SE - Provisional to Regular Admit	Provisional admit based on gpa and/or test scores that is missing some documents.
Admitted	SF - Provisional to Formula Admit	Provisional freshman admit based on gpa and/or test scores that is missing some documents.
Admitted	SX - Provisional to Special Admit	Provisional admit by Special Admissions Committee
Admitted	X - Special Admission	Admitted by Special Admissions Committee

Pivot Tables

Select Type of Display Output



- ▶ Select Active HTML if you want to do further analysis like highlighting, creating graphs, pivot, filter, calculations etc.

ID BY Degree, Latest Decision

Count

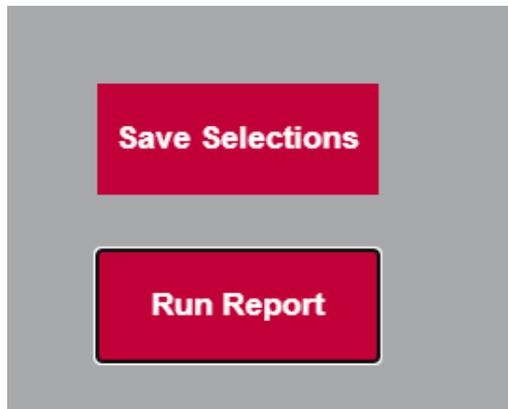
ID BY Degree, Latest Decision

Degree

Latest Decision	Bachelor of Arts	Bachelor of Science	Doctor of Philosophy	Master of Arts	Total
Admitted	19	4		2	25
Cancel After Adm Decision	29	5		3	37
Cancel Before Adm Decision	12				12
Gateway	6	20		16	42
PreReg Admit From Provisional	1				1
Provisional to Formula Admit	21	1			23
Provisional to Regular Admit	3				3
Refusal	17				17
Sem Change After Adm Decision	2	1		1	4
Total	2	112	31	22	166

Saving a Report:

- ▶ To use the report future reference with customized selection click '**Save Selections**'.
- ▶ This will NOT overwrite the main report, but will create a copy in your My Content folder located in your College folder.



Enrollment Data:

- ▶ Select the Academic Period, any fields you want to see on the report, and output format of the report.

Academic Study Detail Guided Adhoc

Academic Period
Fall 2019

Please Select Sort Field(s)

Academic Period
College
Degree
Student Level
Student Population
Residency
Major
Semester Admitted

Select Student Personal Field(s)

Preferred First Name
Email Address
NetID
Street Line 1
Street Line 2
City
County Code
State/Province
Zipcode
Phone Number
Confidentiality Indicator
ID
Student Last Name
Student First Name
Gender
IPEDS Race

Student Campus

ALL
04 - Gallup Branch
ABQ - Albuquerque/Main
GA - Gallup
LA - Los Alamos
TA - Taos
VA - Valencia

Student College

ALL
AP - School of Arch. and Planning
AS - College of Arts and Sciences
ED - College of Education
EN - School of Engineering
FA - College of Fine Arts
GP - Graduate Programs
UNM - University College

Registered Any Campus
 No Yes No Limit

Registered Albuquerque
 No Yes No Limit

Registered Los Alamos
 No Yes No Limit

Registered Taos
 No Yes No Limit

Registered Gallup
 No Yes No Limit

Registered Valencia
 No Yes No Limit

Residency
 No Yes No Limit

Permit Registration
 No Yes No Limit

Dean's List
 Yes No Limit

Major

ES - Exercise Science
FAFS - Pre Africana Studies
FAHI - Pre Art History
FAMS - Pre American Studies
FANT - Pre Anthropology
FARC - Pre Architecture
FASP - Pre Astrophysics

Minor

ART - Art
BIOL - Biology
CHEM - Chemistry
CHIN - Chinese
CJ - Communication & Journalism
CLST - Classical Studies
COM - Communication

Student Level

ALL
GR - Graduate/GASM
UG - Undergraduate

Student Population

C - Continuing
F - First Time Grad/Prf Deg not UNM
G - First Time Grad/Prof w/UNM Deg
R - Readmit
T - New Transfer from NM Inst
U - New Transfer from Out of State
V - Level Change w/in 3 Terms

Concentration

ALL
MISSING
Archaeology
Ethnology
Evolutionary Anthropology

IPEDS Race

ALL
Hispanic
American Indian
Asian
Black or Afro American
White
Two or More Races

Run Report

Save Selections

?

Select Type of Display Output

HTML
 Active HTML
 Excel
 PDF

Possible Issues:

- ▶ If you want a full academic year you will have to run each semester separately. The student population will change to C- Continuing after their first semester so you will no longer be able to tell who is a new student.
- ▶ If a student was admitted to main campus, but only registers for Branch campus courses then this person will not show up on this report with the parameters selected.
- ▶ This report is running LIVE data and can change depending when the report is ran. If you want frozen data then use the Academic Study Census Guided Adhoc.
- ▶ MyReports data is NOT official data and may not match the number on the Office of Institutional Analytic(OIA) website.

Questions?

Thank you for attending this session!

- ▶ Please remember to **complete the survey!**
- ▶ If you have **questions for the presenter**, please email the Enrollment Management Reporting Team at emrt@unm.edu
- ▶ If you have questions about the **Art & Science of Data event**, please email assess@unm.edu or oia@unm.edu