

MyReports Training With Student Data



DIVISION OF
ENROLLMENT
MANAGEMENT

Objectives:

In this session, you will:

- ▶ Learn how to gain access to MyReports
- ▶ Perform and execute published reports
- ▶ Run advanced functionalities in MyReports.

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](#)

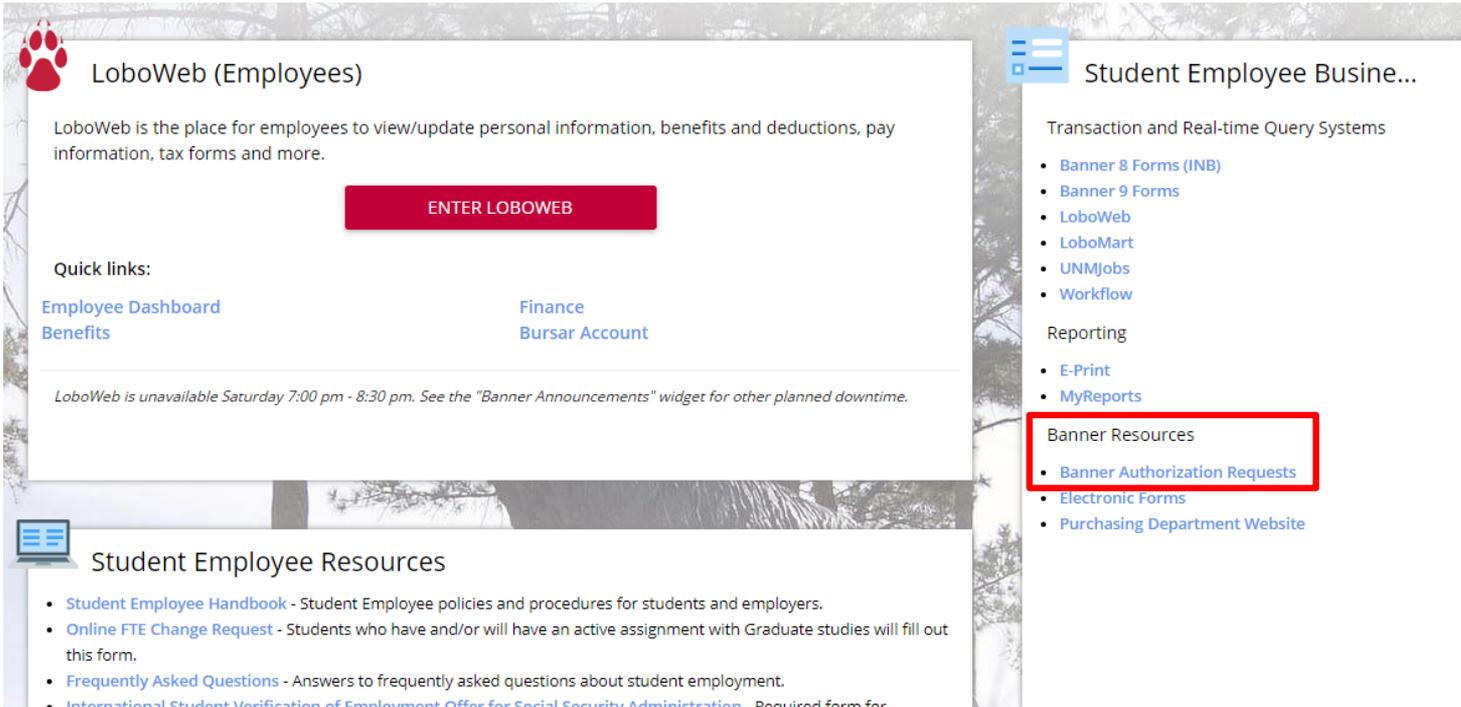
Sensitive and Protected Information Statement:

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 BAR



The screenshot displays the Banner system interface. On the left, the 'LoboWeb (Employees)' page is visible, featuring 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 notice at the bottom states: 'LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm. See the "Banner Announcements" widget for other planned downtime.' Below this is the 'Student Employee Resources' section with links for '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 Resources' menu is shown, listing various systems and resources. The 'Banner Resources' section is highlighted with a red box, containing '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 Resources

Transaction and Real-time Query Systems

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

Reporting

- [E-Print](#)
- [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

- ▶ BAR stands for Banner Authorization Request

BAR Roles for MyReports Users:

- ▶ **MyReports Viewers (MyReports User)** - Can only view and run the reports available in the folder given permission to.
- ▶ **Power Users (MyReports Writer)** - Can create and modify reports as per requirement in the folder given access to. You do not need viewer access if you are approved for power user.
- ▶ **Request for your Departments Writer or User Role.** For more information Go to <https://myreportsinfo.unm.edu>

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



Welcome to the UNM IT VPN Service

NetID

Password

Please sign in to begin your sec

Unauthorized access prohibit

Instructions:

1. The installation of the Junipe
2. Ensure that there is no existi
3. Ensure that the latest versio

Recommended configuration:

- * Windows 7 [32-bit or 64-bit]
- * Macintosh Snow Leopard or L
- * Web browsers - Internet Expl

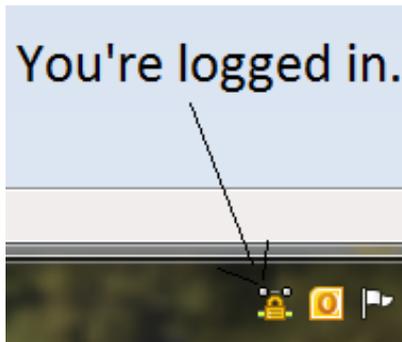
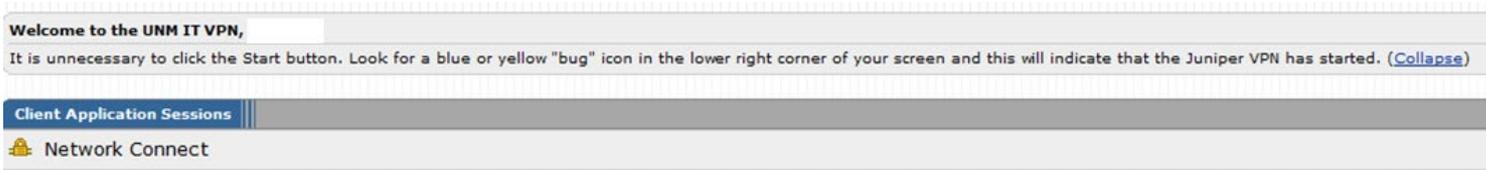
- ▶ In times when employee needs external access for reporting purpose like working from home or attending conferences access VPN through

<http://vpn.unm.edu>

- ▶ Before accessing the website ensure to request for a VPN account from UNM IT or Local IT as per department norm.

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 is approved in <http://my.unm.edu> under Reporting click MyReports.

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", "Finance", and "Bursar Account". A notice at the bottom states: "LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm. See the 'Banner Announcements' widget for other planned downtime." The right portal is titled "Student Employee Business Services" and features a blue menu icon. It lists "Transaction and Real-time Query Systems" with links for "Banner 8 Forms (INB)", "Banner 9 Forms", "LoboWeb", "LoboMart", "UNMJobs", and "Workflow". Below this is a "Reporting" section, which is highlighted with a red box and contains a link for "MyReports". At the bottom, "Banner Resources" are listed, including "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 Services

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](#)

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" in a smaller font below it. To the right of the header is the "NM" logo. The main content area is titled "WebFocus Sign In". Below this title 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.

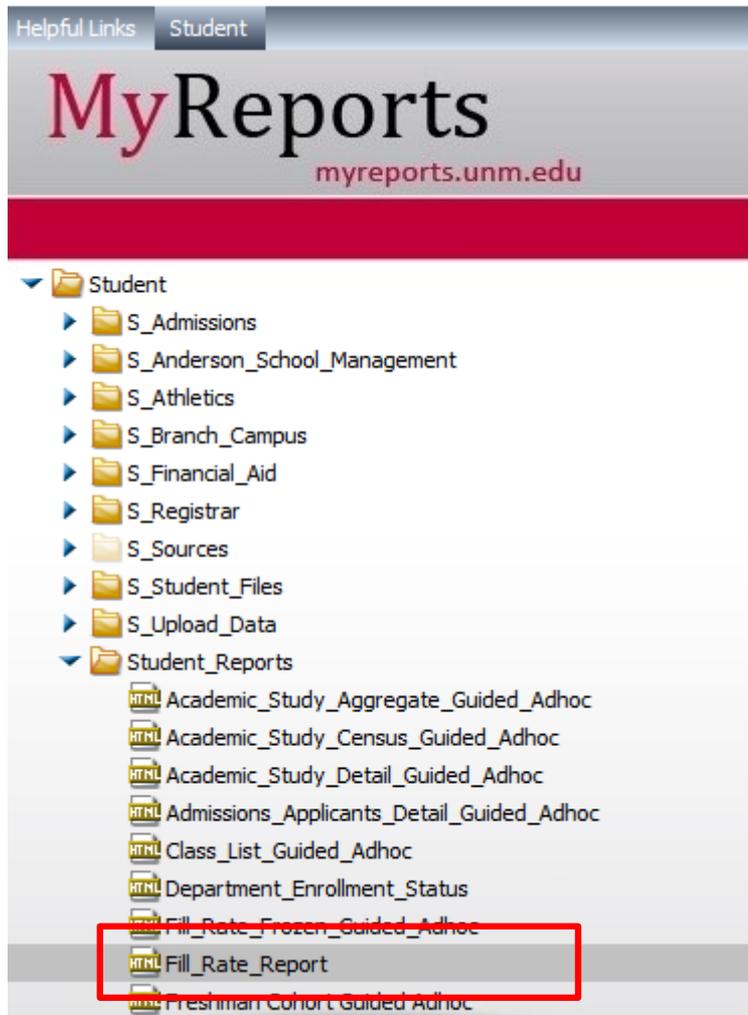
To report an outage or impairment not listed on IT Alerts, please contact UNM IT Customer Support Services via Help.UNM or 277-5757.

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.

Running a Report:



- ▶ 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*”.

Running a Report:

- ▶ A webpage with the report opens as given below.
- ▶ Select the Semester, Campus/Campuses & Status as per requirement and output format of the report.

The screenshot shows the 'Fill Rate' report generation interface. At the top left is the UNM logo and 'ENROLLMENT MANAGEMENT REPORTING TEAM'. A contact email 'emrt@unm.edu' is provided. The main section is titled 'Fill Rate' and contains several dropdown menus for selection: 'Academic Period' (Summer 2018), 'Campus' (Albuquerque/Main), 'College' (ALL), 'Sub Academic Period' (ALL), 'SUBJECT' (ALL), and 'STATUS' (Active). There are also radio buttons for 'Select Type of Display Output' (HTML, Active HTML, Excel, PDF). Three buttons are visible: 'Save Selections', 'Run Detail', and 'Run Summary'.

Running a Report:

- ▶ If you want to get details or sublevels of a report click **'Run Detail'** else click **'Run Summary'** to get a Overall report.
- ▶ To use the report future reference with customized selection click **'Save Selections'**.

ENROLLMENT MANAGEMENT REPORTING TEAM
THE UNIVERSITY OF NEW MEXICO
Questions should be directed to emrt@unm.edu

Fill Rate

Academic Period: Summer 2018

Campus: All, Valencia County Branch, **Abuquerque/Main**, Online & ITV, San Juan Bachelors/Graduate, Taos Bachelors/Graduate, Albq Westside (UNM West), Gallup, Los Alamos, Taos

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, HC - Honors College, LL - Univ Libraries & Learn Science, LW - School of Law, ME - School of Medicine, MG - Anderson Schools of Management, NU - College of Nursing, PA - Provost Academic/Admin

Sub Academic Period: **ALL**, MISSING, Full Term, First Half Term, Second Half Term, Law Term, Nursing First Half Term, Nursing Second Half Term, Nursing Full Term

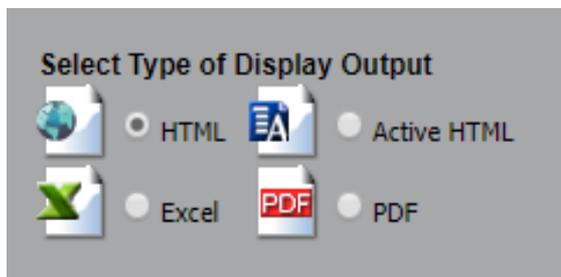
SUBJECT: **ALL**, AFST - Africana Studies, ALB - Arts Leadership & Business, AMST - American Studies, ANTH - Anthropology, ARAB - Arabic, ARCH - Architecture

STATUS: **Active**, Cancelled, Reserved

Select Type of Display Output:
 HTML Active HTML
 Excel PDF

Buttons: Save Selections, Run Detail, Run Summary

Running a Report (Output Formats):

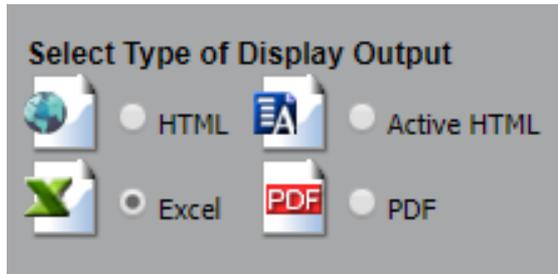


- ▶ There are four output formats as shown beside.
- ▶ Select HTML output to just view the report as below.

Fill Rate For Summer 2018

Campus	College	Course Level	Subject	Status	Closed		Open		TOTAL		Percent of Course Total	Percent of Course Total	
					Course Count	Section Count	Course Count	Section Count	Course Count	Section Count			
ABQ-Albuquerque/Main	Anderson Schools of Management	Lower	Management	Active	0	0	0	2	2	100%	2	2	100%
Subtotal Lower					0	0		2	2		2	2	
ABQ-Albuquerque/Main	Anderson Schools of Management	Upper	Management	Active	0	0	0	10	17	100%	10	17	100%
ABQ-Albuquerque/Main	Anderson Schools of Management	Upper	Management	Cancelled	0	0	0	1	1	100%	1	1	100%
Subtotal Upper					0	0		11	18		11	18	
ABQ-Albuquerque/Main	Anderson Schools of Management	Graduate	Management	Active	0	0	0	17	51	100%	17	51	100%
ABQ-Albuquerque/Main	Anderson Schools of Management	Graduate	Management	Cancelled	2	2	100%	0	2	0%	2	4	100%
Subtotal Graduate					2	2		17	53		19	55	
Subtotal Anderson Schools of Management					2	2	6%	30	73	93%	32	75	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	ABS Cooperative Educ Program	Active	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Biology	Active	1	1	11%	8	17	88%	9	18	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Chemistry	Active	0	0	0	5	10	100%	5	10	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Chicana and Chicano Studies	Cancelled	0	0	0	0	1	0%	0	1	0%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Communication and Journalism	Active	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Communication and Journalism	Cancelled/Rescheduled	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	English	Active	0	0	0	2	2	100%	2	2	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Health,Medicine & Human Values	Active	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Mathematics	Active	0	0	0	11	32	100%	11	32	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Mathematics	Cancelled/Rescheduled	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Philosophy	Cancelled	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Philosophy	Cancelled/Rescheduled	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Physics	Active	0	0	0	6	6	100%	6	6	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Sign	Active	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Sociology	Cancelled	0	0	0	0	1	0%	0	1	0%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Spanish	Cancelled	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Statistics	Active	0	0	0	1	4	100%	1	4	100%

Running a Report (Output Formats):



- ▶ Select Excel output if you want to view the report in Excel and do further Analysis.
- ▶ It will automatically download a file as given below.

S_Fill_Rate_Report_Summary_20191210_015645 - Excel

Fill Rate For Summer 2018													
Campus	College	Course Level	Subject	Status	Closed		Open			TOTAL			Percent of Course Total
					Course Count	Section Count	Course Total	Course Count	Section Count	Course Total	Course Count	Section Count	
ABQ-Albuquerque/Main	Anderson Schools of Management	Lower	Management	Active	0	0	0	2	2	100%	2	2	100%
Subtotal Lower					0	0	0	2	2	100%	2	2	100%
ABQ-Albuquerque/Main	Anderson Schools of Management	Upper	Management	Active	0	0	0	10	17	100%	10	17	100%
ABQ-Albuquerque/Main	Anderson Schools of Management	Upper	Management	Cancelled	0	0	0	1	1	100%	1	1	100%
Subtotal Upper					0	0	0	11	18	100%	11	18	100%
ABQ-Albuquerque/Main	Anderson Schools of Management	Graduate	Management	Active	0	0	0	17	51	100%	17	51	100%
ABQ-Albuquerque/Main	Anderson Schools of Management	Graduate	Management	Cancelled	2	2	100%	0	2	0%	2	4	100%
Subtotal Graduate					2	2	100%	17	53	100%	19	55	100%
Subtotal Anderson Schools of Management					2	2	6%	30	73	93%	32	75	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	ABS Cooperative Educ Program	Active	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Biology	Active	1	1	11%	8	17	88%	9	18	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Chemistry	Active	0	0	0	5	10	100%	5	10	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Chicana and Chicano Studies	Cancelled	0	0	0	0	1	0%	0	1	0%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Communication and Journalism	Active	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Communication and Journalism	Cancelled/Rescheduled	0	0	0	1	1	100%	1	1	100%
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	English	Active	0	0	0	2	2	100%	2	2	100%

Running a Report (Output Formats):

Select Type of Display Output

 HTML  Active HTML

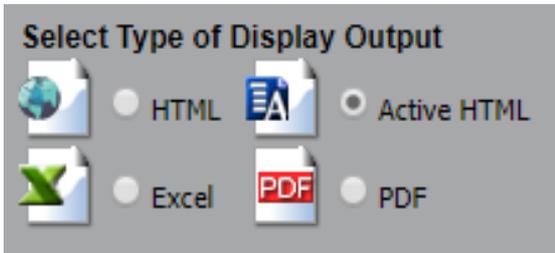
 Excel  PDF

- ▶ Select PDF output if you want to distribute PDF of the report.
- ▶ It will automatically download a file as given below.

Fill Rate For Summer 2018

Campus	College	Course Level	Subject
ABQ-Albuquerque/Main	Anderson Schools of Management	Lower	Management
Subtotal Lower			
ABQ-Albuquerque/Main	Anderson Schools of Management	Upper	Management
ABQ-Albuquerque/Main	Anderson Schools of Management	Upper	Management
Subtotal Upper			
ABQ-Albuquerque/Main	Anderson Schools of Management	Graduate	Management
ABQ-Albuquerque/Main	Anderson Schools of Management	Graduate	Management
Subtotal Graduate			
Subtotal Anderson Schools of Management			
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	A&S Cooperative Educ Program
ABQ-Albuquerque/Main	College of Arts and Sciences	Lower	Biology

Running a Report (Output Formats):



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

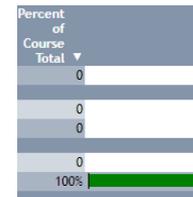
Fill Rate For Summer 2018

Campus	College	Course Level	Subject	Status	Course Count	Section Count	Closed		Open		TOTAL		Percent of Course Total
							Course Total	Percent of Course Total	Course Count	Section Count	Course Total	Section Count	
ABQ-Albuquerque/Main Anderson Schools of Management	Lower	Management	Active		0	2	2	100%	2	2	2	2	100%
Subtotal Lower					0	2	2	100%	2	2	2	2	100%
ABQ-Albuquerque/Main Anderson Schools of Management	Upper	Management	Active		0	10	17	100%	10	17	10	17	100%
ABQ-Albuquerque/Main Anderson Schools of Management	Upper	Management	Cancelled		0	1	1	100%	1	1	1	1	100%
Subtotal Upper					0	11	18	100%	11	18	11	18	100%
ABQ-Albuquerque/Main Anderson Schools of Management	Graduate	Management	Active		0	17	53	100%	17	53	19	55	100%
ABQ-Albuquerque/Main Anderson Schools of Management	Graduate	Management	Cancelled		2	0	2	0%	2	4	2	4	100%
Subtotal Graduate					2	17	53	93%	19	55	32	75	100%
Subtotal Anderson Schools of Management					2	30	73	93%	32	75	32	75	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	A&S Cooperative Educ Program	Active		0	1	1	100%	1	1	1	1	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Biology	Active		1	8	17	88%	9	18	9	18	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Chemistry	Active		0	5	10	100%	5	10	5	10	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Chicana and Chicano Studies	Cancelled		0	0	1	0%	0	1	0	1	0%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Communication and Journalism	Active		0	1	1	100%	1	1	1	1	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Communication and Journalism	Cancelled/Rescheduled		0	1	1	100%	1	1	1	1	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	English	Active		0	2	2	100%	2	2	2	2	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Health, Medicine & Human Values	Active		0	1	1	100%	1	1	1	1	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Mathematics	Active		0	11	32	100%	11	32	11	32	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Mathematics	Cancelled/Rescheduled		0	1	1	100%	1	1	1	1	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Philosophy	Cancelled		0	0	1	100%	1	1	1	1	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Philosophy	Cancelled/Rescheduled		0	0	1	100%	1	1	1	1	100%
ABQ-Albuquerque/Main College of Arts and Sciences	Lower	Physics	Active		0	6	6	100%	6	6	6	6	100%

Running a Report (Active HTML):

▶ To do further Analysis using the Active HTML features Click on the down arrows given on the right side of the attribute required for analysis and you will see a list of options that can be done with the report output.

▶ To simply visualize the data on the page select visualization.



▶ There are other options to such as sorting, filtering, showing required number of records, adding comments, Exporting the report, printing the report .

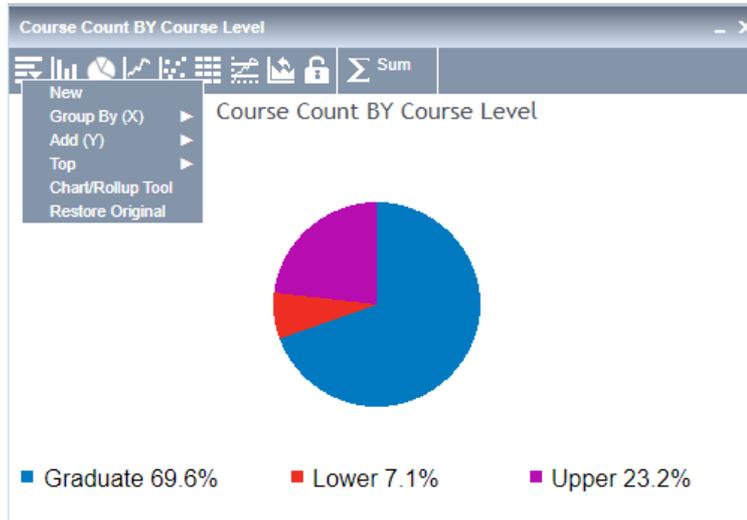
▶ To highlight record click on the record and select Appropriate highlight option.

Fill Rate For Summer 2018

		Closed			Open			TOTAL					
Campus	College	Course Level	Subject	Status	Course Count	Section Count	Percent of Course Total	Course Count	Section Count	Percent of Course Total	Course Count	Section Count	Percent of Course Total
ABQ-Albuquerque/Main	Anderson Schools of Management	Lower	Management	Active	0	0	0	2	2	100%	2	2	100%
Subtotal Lower					0	0	0	2	2	100%	2	2	100%
ABQ-Albuquerque/Main Anderson Schools of Management Upper					0	0	0	10	17	100%	10	17	100%
ABQ-Albuquerque/Main Anderson Schools of Management Upper					0	0	0	1	1	100%	1	1	100%
Subtotal Upper					0	0	0	11	18	100%	11	18	100%
ABQ-Albuquerque/Main Anderson Schools of Management Graduate					0	0	0	17	51	100%	17	51	100%
ABQ-Albuquerque/Main Anderson Schools of Management Graduate					2	2	100%	0	2	0%	2	4	100%
Subtotal Graduate					2	2	100%	17	53	93%	19	55	100%
Subtotal Anderson Schools of Management					2	2	6%	30	73	93%	32	75	100%

Running a Report (Active HTML):

- ▶ To create a chart click on the chart option -> Type of chart required -> Other attributes required.
- ▶ Click the arrow beside 'Course count' select -> chart -> Pie -> Course Level.



- ▶ Given is the resultant Pie Chart of Number of courses offered per level in Main Campus.
- ▶ There are advanced options given on the bar above the report to change chart type or add more conditions.

Student Reports:

Academic Study Aggregate Guided Adhoc

Academic Study Census Guided Adhoc

Academic Study Detail Guided Adhoc

Admissions Applicants Detail Guided Adhoc

Class List Guided Adhoc

Department Enrollment Status

Fill Rate Frozen Guided Adhoc

Fill Rate Report

Freshman Cohort Demographics Major Degree

Freshman Cohort Guided Adhoc

Graduates and Pending Graduates Guided Adhoc

Regstats 2 Day Comparison

Regstats Day Of Semester

Schedule Build Reports

Student Activities Guided Adhoc

Student Attributes Guided Adhoc

Questions?