

Instructions for Generating a Report To Provide a Listing of Individuals With Outstanding ePERs

1. Login to the CU Portal as you normally would.
 2. Click on the tab ***“my.Reports”***.
 3. A banner will appear across the top of the screen which states ***University Reporting – Primary.***
 4. There is another similar banner which states ***University Reporting – My Links.***
 5. Directly below this is a link ***External Links.***
 6. Click on the link ***Public Folders.***
 7. Under ***Public Folders***, click on ***ePERs.***
 8. Below ***ePERs*** in order to determine those ePERs which are not certified, click on the link ***“Uncertified ePERs by Org or Campus”***.
 9. Then, go to the ***“Keywords”*** field and enter in the five digit number for the Org to generate a report for the uncertified ePERs for that Org.
 10. To the right of ***“Keywords”*** field click on the word ***“Search”***.
 11. Next, Click on ***“Insert”***.
 12. Once you have the Org # inserted, click on ***“Finish”***.
 13. The ***“Report Viewer”*** screen will appear with the data.
 14. You can then click on one of the buttons in the upper right area of the screen to select a format to view and to print the report. You can pick from HTML, PDF, Excel or CSV. Once you pick a format the report will come up in that format and you can print from this format. PDF is the best format for printing the report.
- OR
15. If you want to run the report for all uncertified ePERs for the campus, after Step 8, you can go to the ***“Select a Campus”*** area.
 16. There will be a drop down arrow. Click on the drop down arrow and select ***C0001 Colorado Springs Campus.***
 17. Click on ***“Finish”***.
 18. The ***“Report Viewer”*** screen will appear with the data.
 19. You can then click on one of the buttons in the upper right area of the screen to select a format to view and to print the report. You can pick from HTML, PDF, Excel or CSV. Once you pick a format the report will come up in that format and you can print from this format. PDF is the best format for printing the report.