

**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.