

# Reporting Rollout Followup Information

## Central CUNY reporting infrastructure.

Contact information

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## Reporting LISTSERV.

A listserv, [CUNYFIRST-REPORTING@LISTSERV.CUNY.EDU](mailto:CUNYFIRST-REPORTING@LISTSERV.CUNY.EDU), is now available for the community to ask each other questions and have discussions involving CUNYfirst reporting and related reporting.

If you are not familiar with a listserv, it is a very easy way to communicate via email to a group. It is also easy to stop being on the listserv, so join up and check it out!

To subscribe (join):

1. Send an email to [listserv@listserv.cuny.edu](mailto:listserv@listserv.cuny.edu).
2. Leave the subject blank.
3. In the body (message) put **subscribe cunyfirst-reporting**. Do not include the period.

Once your subscription request is approved, you can go to <https://listserv.cuny.edu> to adjust your settings and to search past postings.

## Report Repository – CEMLI Search Tool – How to access - Requesting new or changed queries.

Contact information:

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CUNYfirst Training Manager

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Anyone with a CUNYfirst account has access to this tool.

1. Sign in to CUNYfirst.
2. Choose a pillar to which you have access, such as HR/Campus Solutions.
3. Expand the “CUNY” menu item.

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## Reporting Instances – How to access, how to make a private query public.

1. Go to the CUNYfirst Reporting page:  
<http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/reporting.html>
2. Read the document Processes for Queries on the Reporting Instances.

## Documentation.

1. To access CUNYfirst ERDs, go to <https://reporting.cuny.edu>.
2. If you have an account already, you can use it. Otherwise sign in as a guest.

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3. Use User Name='guest', Password is blank, Authentication = 'Enterprise'.
4. Navigate to the folder 'CUNYfirst ERDs', and within that, to the document you want.
5. Right-click the file and choose 'View' to download the files you want.
6. Note – users of Internet Explorer 9 have had problems. Try a different browser.

### I-806 Administrative Data Warehouse (ADW)

1. Get the access request form on this page:

<http://www.cuny.edu/about/administration/offices/CIS/security/pnp.html>

2. Select the form Data Warehouse Use and Access Rules.doc.

### SIMS to CUNYfirst Mapping Documents

There is a set of documents that map SIMS fields to CUNYfirst tables and fields. To access:

1. Go to <https://reporting.cuny.edu>.
2. If you have an Enterprise Reporting account, sign in with it.
3. If you do not have an Enterprise Reporting account, sign in with username "Guest" and Authentication "Enterprise".
4. Choose "Document List".
5. Choose "CUNYfirst Mapping Documents".
6. Choose a document from the list provided. Double-click to open the document.

### Enterprise Reporting System

Please see the document "Executive Introduction to Business Objects Enterprise v02.pdf".