

## QUICKTIP - GETTING STARTED WITH ENTERPRISE REPORTING

I have my Enterprise Reporting account, where do I go from here?

### GETTING STARTED

1. To log into your account, visit the Enterprise Reporting website at <http://www.nau.edu/ITS/Services/Reporting/> and click on the **Enterprise Reporting** link under the **Quick Reference Links** section. Enter your credentials into the CAS login screen.



Another way to log in is from the mynau portal at <http://my.nau.edu>. Enter your credentials into the CAS login screen and find Enterprise Reporting on the drop down box of the FACULTY/STAFF LINKS web part.



*If you have a wireless connection or if you are not on the NAU network, you will need a VPN (Virtual Private Network) connection before attempting to access Enterprise Reporting. Contact the Solution Center for assistance.*

2. Once you've logged in successfully, click on the **Document List** link, then expand (or double click) **Public Folders** to see folders containing all the reports for which you've been granted access.
3. To run a report, find the one that you'd like to view and double click it. Prompts for the report will appear in a new window. Enter your criteria and run the query.

*If you don't see the prompt window and you are using Internet Explorer 11, refer to QuickTip – Compatibility Mode for IE 11.*

### ENTERPRISE REPORTING TECHNICAL SUPPORT

To receive technical support or to ask general questions about Northern Arizona University's Data Warehouse, please contact the Enterprise Reporting Solutions team at [Reporting@nau.edu](mailto:Reporting@nau.edu).

For immediate assistance:

Call the Solution Center at (928) 523-1511