

HOW TO RUN THE ACADEMIC STANDING REPORT

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

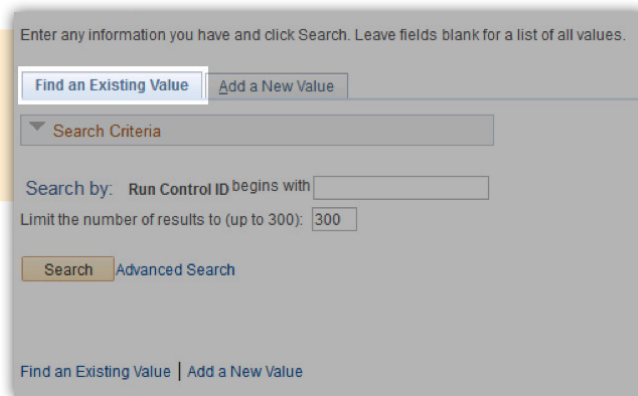
Log in to MyU.umn.edu

Navigate to Key Links > Reporting Center > Student Records > Academic Standing

Tip: Click on the  icon next to a report's name to see additional information and considerations about that report.

The first time a process/report is run in PeopleSoft, a Run Control ID must be established. The Run Control ID is simply an identifier so that PeopleSoft can recognize which process/report is being run. The first time a process/report is run, the following must take place:

When initiating (clicking on) a report or process that requires a **Run Control ID**, the search page will open on the **Find an Existing Value** tab.

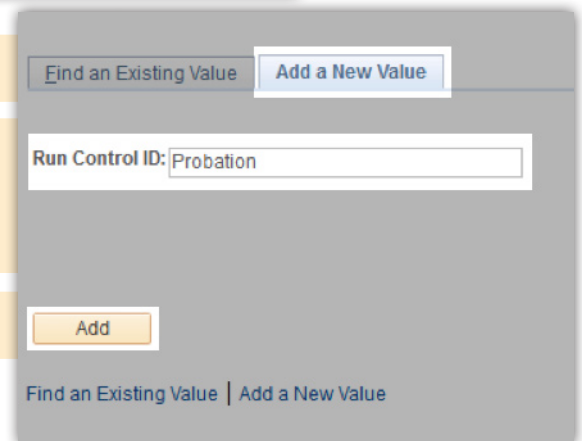


1. Select **Add a New Value**.

2. Enter a **Run Control ID** name that best meets your needs.

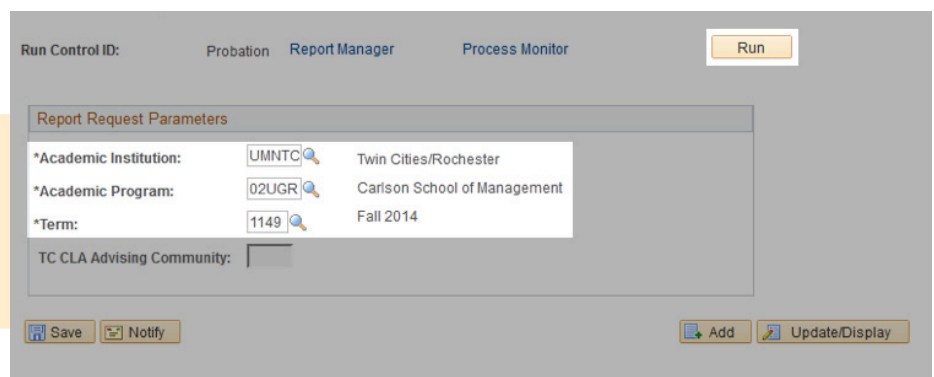
Tip: The next time this report is run, you can click on Find an Existing Value and select the same run control that you have already created.

3. Click on **Add**.



4. Enter the **Academic Institution**, **Academic Program** and **Term**.

Note: The TC CLA Advising Community field is optional.



5. Click on **Run**.

6. The **Process Scheduler Request** will open.

7. Click **OK**.

Tip: You may need to enter your DUO authentication after clicking on OK.

8. Allow several minutes for the report to run.

9. Then click on the **Report Manager** link. Click on the refresh button if the report has not appeared.

10. Click on the XLS link for the report to open in Excel.

Name	File Size (bytes)	Datetime Created
UMSRAE024.xlsx	30,044	04/07/2015 8:03:19.058791AM CDT
UMSRAE024.xml	113,947	04/07/2015 8:03:19.058791AM CDT

Emplid	Name	Acad Stndg	Manual Ovrld	Prob Hold	GPA Units In Progress	GPA Units Taken	ODL Units	Term GPA	Cum GPA	Tot GPA Units	Tot Units Earned	Admit Term	Acad Plan 1	Acad Plan 2	Acad Prog Dual	Advisor 1	Advisor 2	Comm 1	Comm 2
409603	Arhofer,Lucas Mitchell	FRBI		Probation First Term	0.000	0.000	0.000	1.771	0.000	0.000	0.000	549	Phemajr			Austin,John & Ann			
430389	Berg,George Stanley	FRBI	Y	Probation First Term	0.000	0.000	0.000	1.533	0.000	0.000	21000	549	Phemajr			Farah,Hoda			
4674361	Broomfield,Lamas Davies	FRBI	Y	Probation First Term	0.000	0.000	0.000	1.067	0.000	0.000	36.000	549	Phemajr			Laskatic,George Wilson			
442394	CaLin	FRBI		Probation First Term	0.000	0.000	0.000	2.070	0.000	0.000	0.000	529	Finance B S B			Lin,Chung En			