

**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. At the next screen, a banner will appear across the top of the screen which states **University Reporting—Primary**.
4. At the bottom of this, there is another similar banner which states **University Reporting—My Links**.
5. Directly below this is a link **My Folders**. Click on this link.
6. At the next screen, under **COGNOS Connection**, 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. It is also possible at this field to just enter the digit “2” to find all uncertified ePERs for the entire Health Sciences Center Campus.
10. To the right of **“Keywords”** field click on the word **“Search”**.
11. Next, Click on **“Insert”**.
12. Below this, there will be a drop down arrow. Click on the drop down arrow and select **Denver & Health Sciences Ctr**.
13. Click on **“Finish”**.
14. Finally, 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. The fourth button over is for PDF format, and you can print from the screen that follows.