Welcome to the Art & Science of Data
This session will begin shortly!

Session Reminders:
• Remain muted
• Share video
• Use chat for questions during the presentation (if applicable)
• Complete the survey
Grant Writing: Finding the Student Data you Need
Objectives:

In this session, you will:

- Learn how to gain access to MyReports
- Find applicant, offers, and accepts numbers for your programs
- Understand Admissions Data and how to use it for your business needs.
How to get access to MyReports?

- Go to: [http://my.unm.edu](http://my.unm.edu) and log in with your NetID

![Central Authentication Service](image)

**Sensitive and Protected Information Statement:**

When using UNM online services, you agree to act in accordance with applicable laws, regulations, and also in accordance with The University of New Mexico policies, procedures and operational controls regarding UNM sensitive and protected data as identified in UNM Policy 2520, which states: "Users are responsible for proper use and protection of University information and are prohibited from sharing information with unauthorized individuals." 2520 also states “Access to sensitive and protected information must be authorized by the department head and approved by the University designated data custodian.”

For assistance with the operational controls for HIPAA information, please consult the HSC Privacy Office; for assistance with FERPA information, please consult the UNM Registrar. For all other sensitive or protected data, please open a HELP ticket, and the UNM Information Security and Privacy team will assist you in identifying the appropriate data steward.
MyReports Request in Banner:

- In Employee tab under Banner Resources select Banner Authorization Request

- Banner Authorization Request is often referred to as the BAR
BAR Roles for MyReports Users:

- **MyReports Viewers (MyReports User)** - Can only view and run the reports available in the folder given permission to. The majority of users request one of these roles.

- **Power Users (MyReports Writer)** - Can create and modify custom reports in the folder given access to. You do not need viewer access if you are approved for power user. These roles are normally requested by technical staff that will be writing custom reports for their college.

- For more information visit [https://myreportsinfo.unm.edu](https://myreportsinfo.unm.edu)
VPN Access (only necessary from non-UNM network):

- When an employee needs external UNM network access, VPN through [http://unmvpn.unm.edu/](http://unmvpn.unm.edu/)

- This website can be used for requesting BAR access and MyReports when working from home or attending conferences.
VPN Access or Wireless Network (only necessary from non-Ethernet network):

- When signing into the VPN you should see the images below.
MyReports Portal:

- After your BAR request has been approved, login to MyReports by clicking the link under Reporting at [http://my.unm.edu](http://my.unm.edu) or if off campus use [http://unmvpn.unm.edu/](http://unmvpn.unm.edu/).
MyReports Portal:

- Log in with your NetID
Welcome to The University of New Mexico MyReports Portal

Helpful Links:
- MyReports Info
- HELP.UNM
- FASTINFO
- IT ALERTS

MyReports is supported by a few different support departments - each one provides support for specific topics.

For assistance with reports on the Finance tab, please contact Finance Systems Management via email to fsm@unm.edu.

For assistance with reports on the Payroll tab, please contact Payroll via email to pay@unm.edu or 277-2353.

For assistance with reports on the Student tab, please contact EMRT via email to emrt@unm.edu.

For assistance with reports on the Data Marts tab, please contact OIA via email to oia@unm.edu.

For assistance with reports on the Sponsored Research Lab, please contact Office of Sponsored Projects at osp@unm.edu.

For assistance with system-wide outages or perceived service impairment, please view IT Alerts for a list of known planned and unplanned outages.

For assistance with desktop issues, please contact your departmental IT administrator. If you are a departmental administrator, or you do not have a departmental IT administrator, the UNM IT Service Desk provides limited desktop compatibility support via Help.UNM or 277-5757.

To report an outage or impairment not listed on IT Alerts, please contact UNM IT Customer Support Services via Help.UNM or 277-5757.
MyReports Portal:

- After Logging in click the Student tab as shown in the figure.

- Under Student you can see all the folders and its contents you have access as per your Bar Role.
To Run a report select the report and double click on the file.

You can also run the file by Right clicking on the report and selecting “View”.

Admissions Data:
Admissions Data:

- Select the Academic Period, Campus, any fields you want to see on the report, and output format of the report.
Possible Issues:

- If you want a full academic year make sure to select 3 semesters for your report including a fall, spring, and summer academic period.
- If you select a Major do NOT forget to select the corresponding Pre-Major.
- If you select a College do NOT forget that most graduate programs are in the GP - Graduate Programs college.
- If a value does not show up on the dashboard for your selection then there is no associated data with that value.
### Latest Decision Code Meanings:

<table>
<thead>
<tr>
<th>Category</th>
<th>Admit Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>FR - Final/Dept Review</td>
<td>Graduate application is complete and has been submitted to graduate unit for decision</td>
</tr>
<tr>
<td>Incomplete</td>
<td>- Blank or Null</td>
<td>Application is incomplete and requires student to submit additional information</td>
</tr>
<tr>
<td>Refused</td>
<td>GW - Gateway</td>
<td>Not admissible resident of NM, but can join Gateway Program</td>
</tr>
<tr>
<td>Refused</td>
<td>R - Refusal</td>
<td>Admission denied</td>
</tr>
<tr>
<td>Cancel</td>
<td>B - Cancel Before Admission Decision</td>
<td>Admission application is cancelled prior to admission decision</td>
</tr>
<tr>
<td>Cancel</td>
<td>BB - Cancel Before Decision Semester</td>
<td>Admission application semester is changed prior to admission decision</td>
</tr>
<tr>
<td>Cancel /Admitted</td>
<td>C - Cancel After Decision Made</td>
<td>Admission Application is cancelled after admission decision</td>
</tr>
<tr>
<td>Cancelled /Admitted</td>
<td>CC - Cancel After Decision Semester</td>
<td>Admission application semester is changed after admission decision</td>
</tr>
</tbody>
</table>
## The Data:

### Latest Decision Code Meanings Continued:

<table>
<thead>
<tr>
<th>Category</th>
<th>Admit Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Offered</td>
<td>AO - Admission Offered Graduate</td>
<td>Graduate admission is being offered to the student by a graduate unit but still awaiting student’s acceptance or decline of the offer</td>
</tr>
<tr>
<td>Admission Offered</td>
<td>ES - Early Start Program Offered</td>
<td>Offer to Early Start Program, but not admissible as regular admit due to low GPA/Test score</td>
</tr>
<tr>
<td>Admission Offered</td>
<td>N - International Admission Offer</td>
<td>Received acceptance of admissions offer from student by email and I-20 process can begin</td>
</tr>
<tr>
<td>Admitted</td>
<td>E - Admitted</td>
<td>Regular admit not requiring additional documents/credentials</td>
</tr>
<tr>
<td>Admitted</td>
<td>ED - Dual Enrollment Graduate</td>
<td>Graduate student admitted to a dual degree program</td>
</tr>
<tr>
<td>Admitted</td>
<td>F - Freshman Formula Admit</td>
<td>Regular freshman admit based on gpa and/or test scores</td>
</tr>
<tr>
<td>Admitted</td>
<td>JE - Pre-registered Admit</td>
<td>Regular admit based on gpa and/or test scores that is already registered</td>
</tr>
<tr>
<td>Admitted</td>
<td>JF - Pre-registered Formula Admit</td>
<td>Regular freshman admit based on gpa and/or test scores that is already registered</td>
</tr>
<tr>
<td>Admitted</td>
<td>LE - Pre-registered Provisional Admit</td>
<td>Provisional admit based on gpa and/or test scores that is already registered</td>
</tr>
<tr>
<td>Admitted</td>
<td>LF - Pre-registered Provisional Formula Admit</td>
<td>Freshman provisional admit based on gpa and/or test scores that is already registered</td>
</tr>
</tbody>
</table>
## The Data:

### Latest Decision Code Meanings Continued:

<table>
<thead>
<tr>
<th>Category</th>
<th>Admit Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted</td>
<td>PE - Provisional Residency to Regular Admit</td>
<td>Regular admit based on gpa and/or test scores but residency is not determined.</td>
</tr>
<tr>
<td>Admitted</td>
<td>PF - Provisional Residency to Formula Admit</td>
<td>Regular freshman admit based on gpa and/or test scores but residency is not determined.</td>
</tr>
<tr>
<td>Admitted</td>
<td>QE - Pre-registered Admit from Provisional</td>
<td>Finalizing a provisional Admit</td>
</tr>
<tr>
<td>Admitted</td>
<td>QF - Pre-registered Admit from Provisional</td>
<td>Finalizing a provisional freshman Admit</td>
</tr>
<tr>
<td>Admitted</td>
<td>QX - Pre-registered Admit from Provisional</td>
<td>Finalizing a provisional Special Admissions</td>
</tr>
<tr>
<td>Admitted</td>
<td>S - Provisional Admit</td>
<td>Provisional admit pending missing credentials</td>
</tr>
<tr>
<td>Admitted</td>
<td>SE - Provisional to Regular Admit</td>
<td>Provisional admit based on gpa and/or test scores that is missing some documents.</td>
</tr>
<tr>
<td>Admitted</td>
<td>SF - Provisional to Formula Admit</td>
<td>Provisional freshman admit based on gpa and/or test scores that is missing some documents.</td>
</tr>
<tr>
<td>Admitted</td>
<td>SX - Provisional to Special Admit</td>
<td>Provisional admit by Special Admissions Committee</td>
</tr>
<tr>
<td>Admitted</td>
<td>X - Special Admission</td>
<td>Admitted by Special Admissions Committee</td>
</tr>
</tbody>
</table>
## Pivot Tables

Select Active HTML if you want to do further analysis like highlighting, creating graphs, pivot, filter, calculations etc.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Bachelor of Arts</th>
<th>Bachelor of Science</th>
<th>Doctor of Philosophy</th>
<th>Master of Arts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted</td>
<td>19</td>
<td>4</td>
<td>2</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Cancel After Adm Decision</td>
<td>29</td>
<td>5</td>
<td>3</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Cancel Before Adm Decision</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Gateway</td>
<td>6</td>
<td>20</td>
<td>16</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>PreReg Admit From Provisional</td>
<td>1</td>
<td>21</td>
<td>1</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Provisional to Formula Admit</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Provisional to Regular Admit</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Refusal</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Sem Change After Adm Decision</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
<td><strong>112</strong></td>
<td><strong>31</strong></td>
<td><strong>22</strong></td>
<td><strong>166</strong></td>
</tr>
</tbody>
</table>
Saving a Report:

- To use the report future reference with customized selection click ‘Save Selections’.
- This will NOT overwrite the main report, but will create a copy in your My Content folder located in your College folder.
Enrollment Data:

- Select the Academic Period, any fields you want to see on the report, and output format of the report.

### Academic Study Detail Guided Adhoc

<table>
<thead>
<tr>
<th>Academic Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
</tr>
</tbody>
</table>

**Please Select Sort Field(s):**
- Academic Year
- Student Campus
- Program Classification
- Program
- Program Code
- Student Classification
- Student Classification BOAP
- Time Status

**Student Campus**
- ALL
- G - Gallup Branch
- AAB - Albuquerque/Main
- GA - Gallup
- LA - Los Alamos
- TA - Taos
- VA - Valencia

**Major**
- EN - Exercise Science
- FAPS - Pre Africana Studies
- HAH - Pre Art History
- PAM - Pre American Studies
- PANT - Pre Anthropology
- PARS - Pre Architecture
- PAST - Pre Astrophysics

**Student College**
- ALL
- AP - School of Arch. and Planning
- AS - College of Arts and Sciences
- ED - College of Education
- EN - School of Engineering
- FA - College of Fine Arts
- G - Graduate Program
- IP - Pre Interdisciplinary

**Student Population**
- ALL
- C - Continuing
- D - First Time Grad/Prof w/UNM Deg
- K - First Time Grad/Prf w/UNM Deg
- N - New Transfer from NM Inst
- U - New Transfer from Out of State
- V - Level Change within 3 Terms

**Minor**
- ART - Art
- BEOL - Biology
- CHEM - Chemistry
- CHIN - Chinese
- CI - Communication & Journalism
- CLST - Classical Studies
- COMM - Communication

**IPEDS Race**
- ALL
- Hispanic
- American Indian
- Asian
- Black or Afro American
- White
- Two or More Races

### Select Type of Display Output
- HTML
- Active HTML
- Excel
- PDF
Possible Issues:

- If you want a full academic year you will have to run each semester separately. The student population will change to C- Continuing after their first semester so you will no longer be able to tell who is a new student.

- If a student was admitted to main campus, but only registers for Branch campus courses then this person will not show up on this report with the parameters selected.

- This report is running LIVE data and can change depending when the report is ran. If you want frozen data then use the Academic Study Census Guided Adhoc.

- MyReports data is NOT official data and may not match the number on the Office of Institutional Analytic(OIA) website.
Questions?
Thank you for attending this session!

- Please remember to complete the survey!

- If you have questions for the presenter, please email the Enrollment Management Reporting Team at emrt@unm.edu

- If you have questions about the Art & Science of Data event, please email assess@unm.edu or oia@unm.edu