

Manage Reporting/Web Focus

Registrars - Webfocus Manage Reporting

Intended/Type of Requestor: General users who need to run reports. Access can only be given to FT or PT staff. Student employees will not be granted access. ABC123 identifier needed for access.

Instructions:

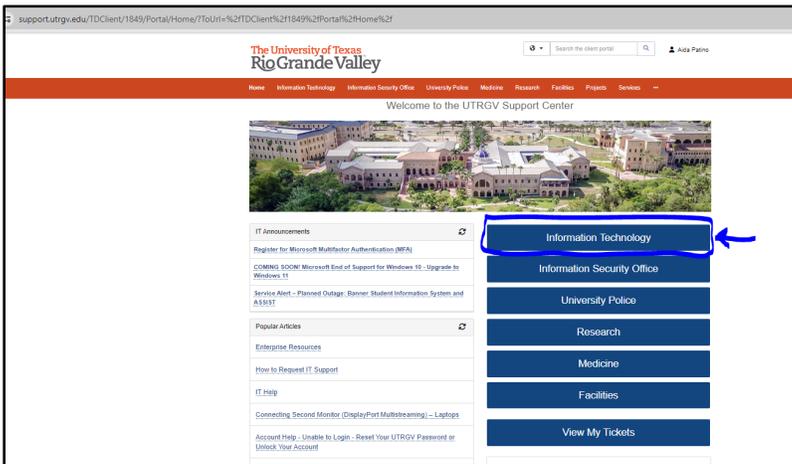
Step 1: Go to my.utrgv.edu, log in.



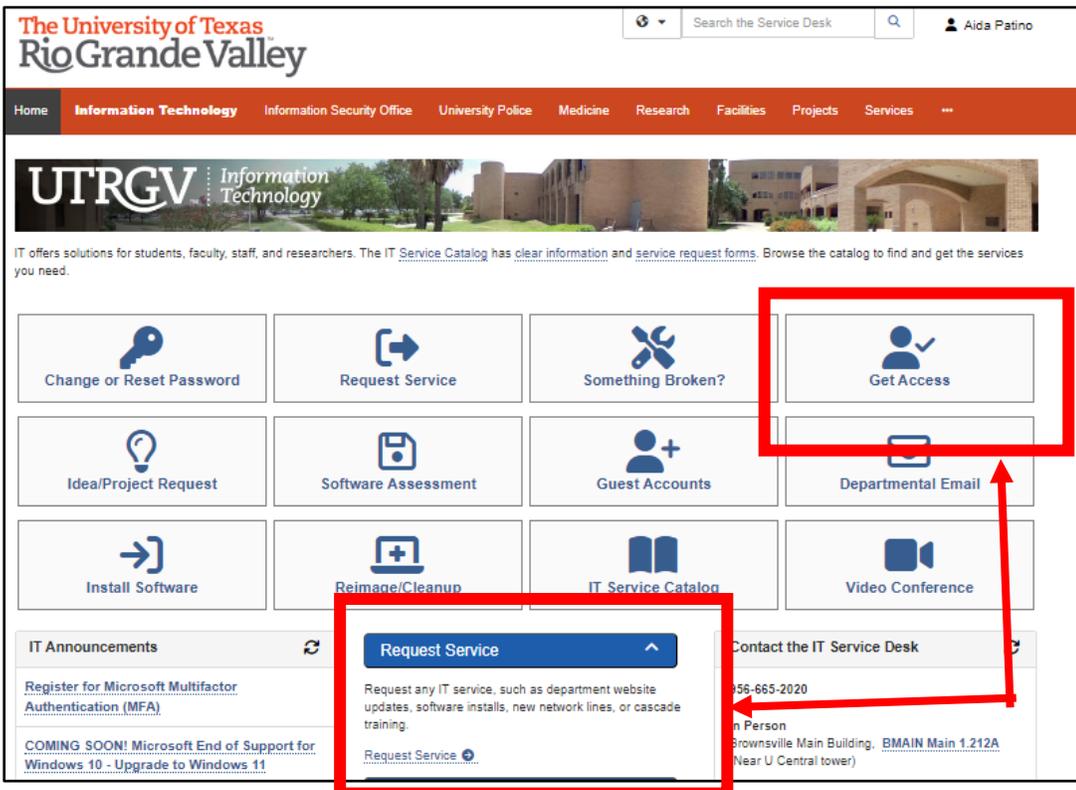
IT Support Center

Step 2: Click on IT support center.

Step 3: Click on the information Technology Button.



Step 4: Click on either the get access icon or the blue hyperlink on the blue accordion button.



Step 6: Click on Request button to submit.

Step 7: Check your email and approve your access request as well as following up with your supervisor to approve request.

Step 8: Wait for workflow approvals to be completed.

Step 9: Receive email that access has been approve!

Step 10: Log in and Run your first report!

Note: Justification is needed in the body of each ticket request. Educational interest must be determined and is based on employee's job description. Other restrictions may apply. Roles determined by Data