ePrint Instructions

http://eprint.okstate.edu/cgi-bin/caslogin.cgi (direct link)

Contents

Access ePrint Reports 1

Customize ePrint Portal 3

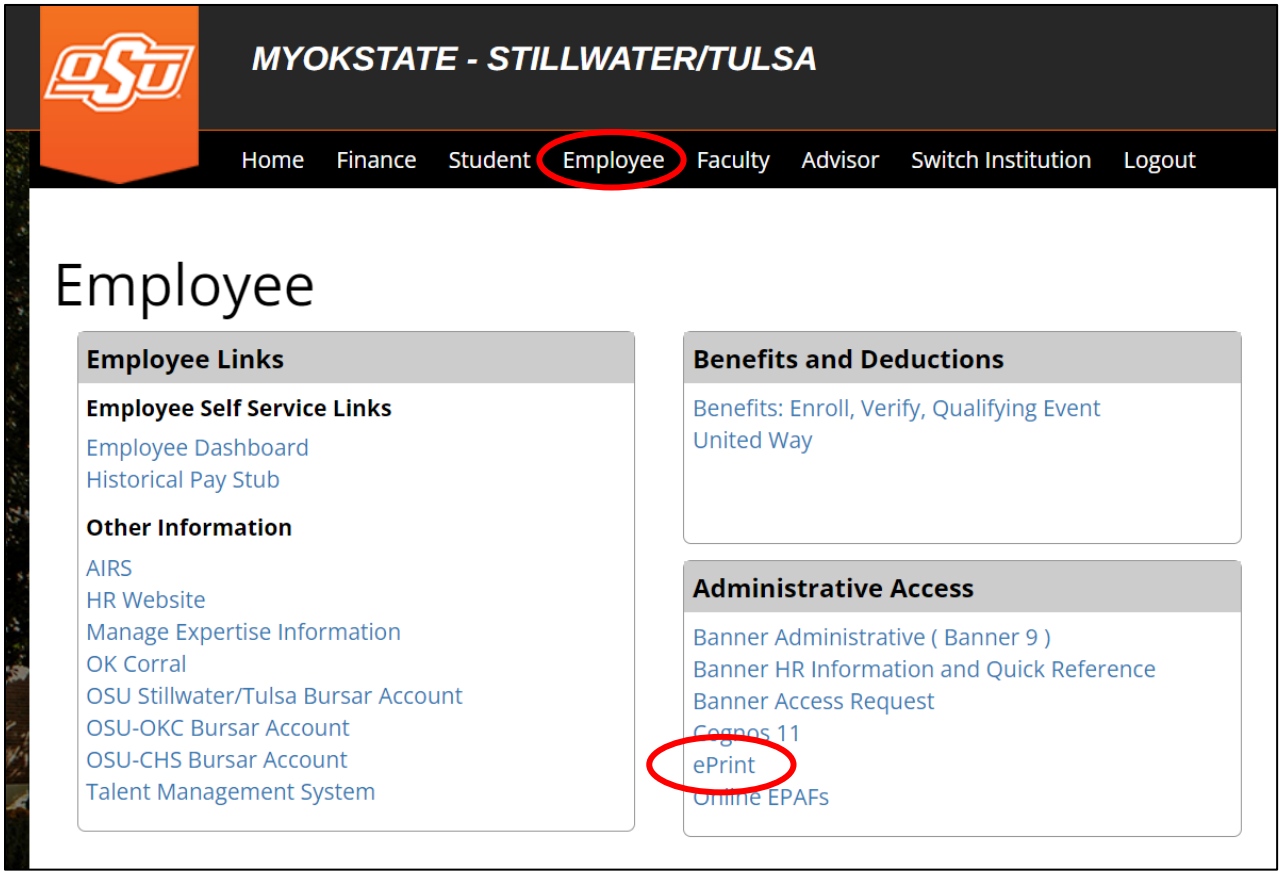
Create Favorites List 3

Change Your Preferences 4

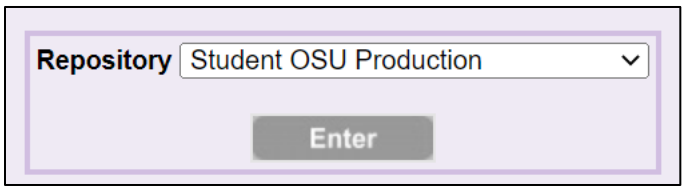
Access ePrint Reports

1. If you are off-campus, make sure to sign in through the OSU VPN before starting. If you cannot access a report or do not see it in your list of available reports, submit a Banner Access Request form.

2. Log in through my.okstate.edu, then click the **Employee** tab. Click the **ePrint** link.



3. Select the **Repository** and click **Enter**. Common Repositories:
    a. Student OSU Production (Student reports)
    b. Finance 1 (Budget and Payroll)
    c. HR OSU Production (FTE and EPAF)

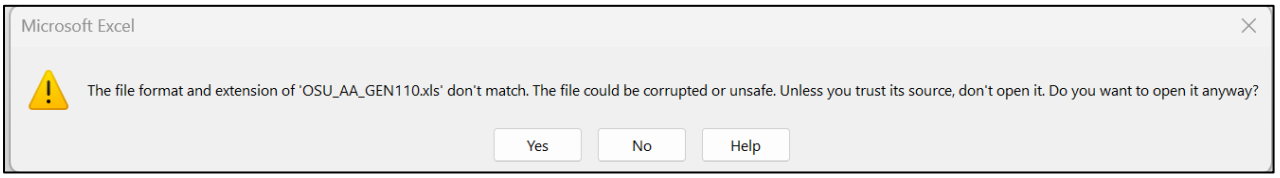


4. Find the desired report name. Click on the **XLS** or **PDF icon** to open the most recent report (date in last column). Click on the **Drill icon** to view older reports.

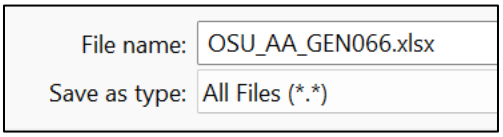
XLS	OSU_AA_GEN066 (RESTRCTPREQ)	Restrictions and Prerequisites for Course Sections (Fall)	Tue Nov 01, 2022 05:17am
PDF	OSU_AA_GEN070 (SIS2407)	Student Counts by Concentration within Major	Tue Sep 20, 2022 08:56am

5. When you click to download a report, your browser will either save a copy to the default folder (such as Downloads) or will prompt you to choose a location, depending on your browser settings.

    a. Excel files are saved as .xls and will usually offer this pop-up when opened. Click **Yes**.



    b. To prevent this pop-up from showing every time, you can save the file as .xlsx (File Type: All Files) when prompted to save the file, or use Save As after downloading.



6. When reading reports, take note of the **Academic Period** or **Curr Term**. These are six digit codes.
    a. The first four numbers are the calendar year.
    b. The last two numbers are the semester.
        i. 20 = Spring
        ii. 40 = Summer
        iii. 60 = Fall
    c. Some reports are broken up by term because they run at the same time. You can identify term-specific reports in the description and in the report name. The last digit corresponds to the term.
        i. 2 = Spring
        ii. 4 = Summer
        iii. 6 = Fall

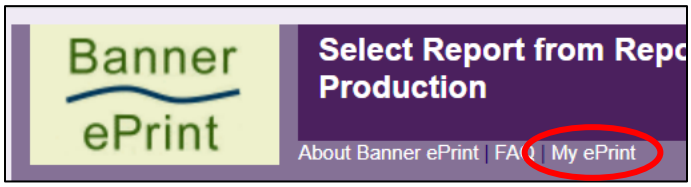
OSU_BA_ADV102 (CRSROSTR)	Course Rosters for Term by Course College (Spring)
OSU_BA_ADV104 (CRSROSTR)	Course Rosters for Term by Course College (Summer)
OSU_BA_ADV106 (CRSROSTR)	Course Rosters for Term by Course College (Fall)

Customize ePrint Portal

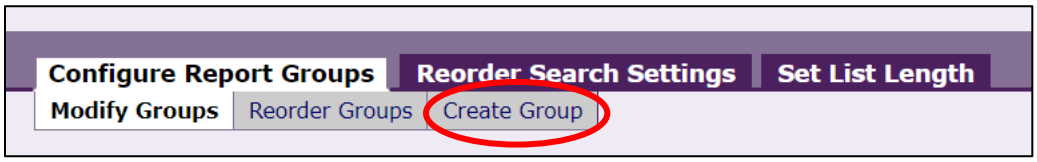
Create Favorites List

1. Open your preferred repository.

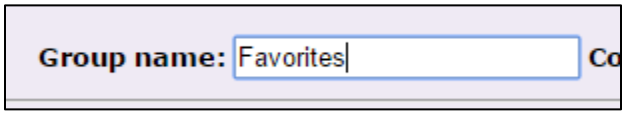
2. Click on the **My ePrint** link at the top.



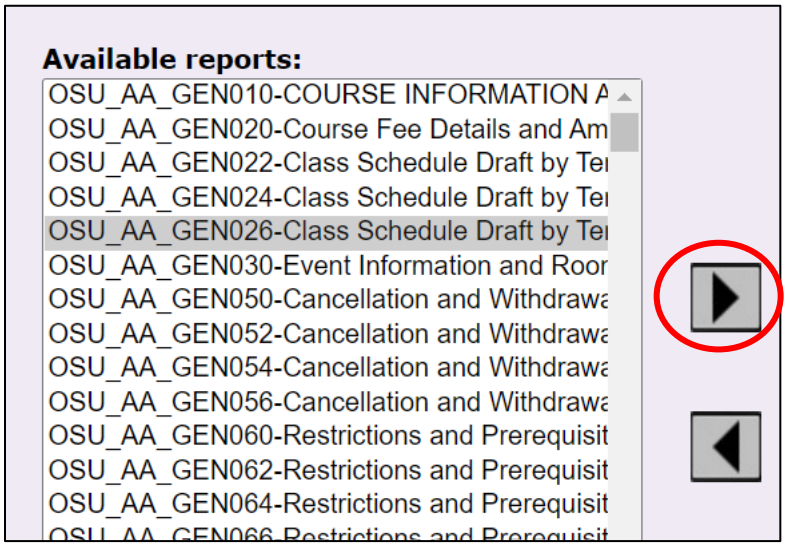
3. Click **Create Group** button.



4. Enter a **Group name**. You can make more than one group, such as End of Term, Summer, Favorites, etc.

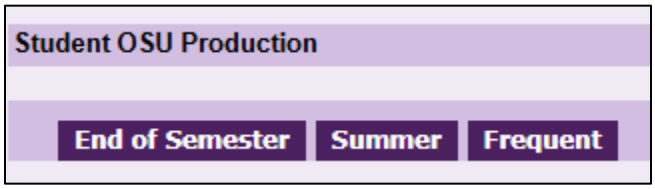


5. Select the reports you want from the box on the left and click the arrow button that points to the right. Hold the Control key to select more than one. Use the arrow button that points to the left to remove reports from your group.



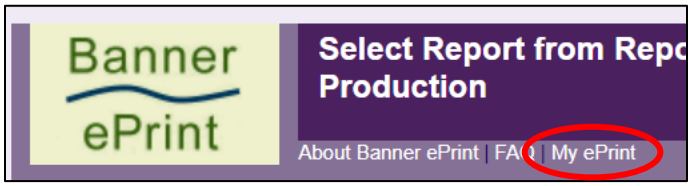
6. Click the **Save** button at the bottom.

7. Your groups will show as tabs at the top of the page.

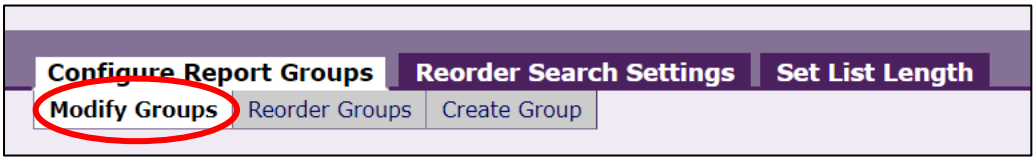


Change Your Preferences

1. Click on the **My ePrint** link at the top.

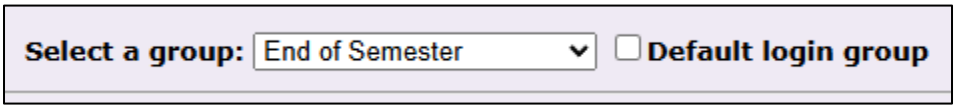


2. Modify Groups
    a. Click on the "Modify Groups" button.

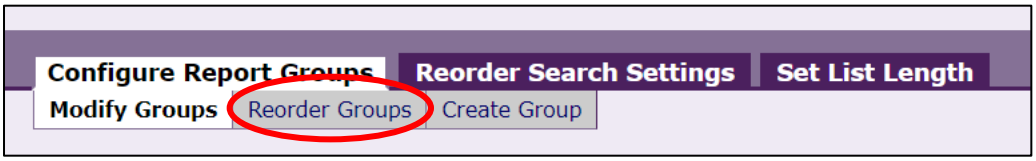


        i. You can add, remove, or reorder reports on this page. Make sure to Save.

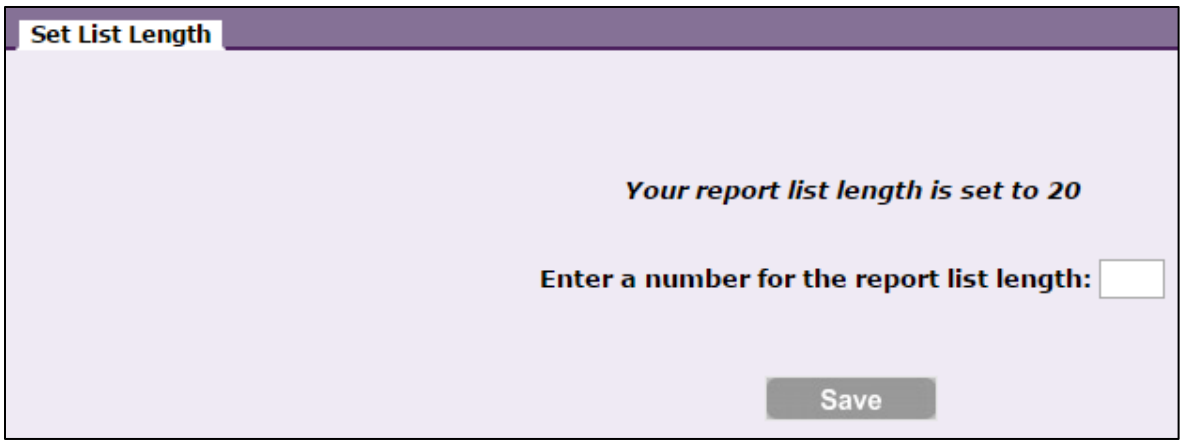
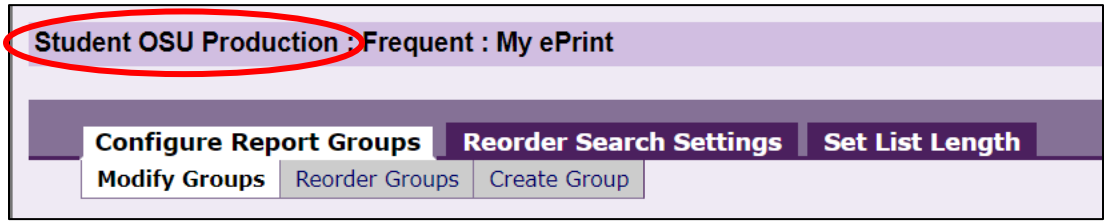
        ii. Do not check the "Default login group" box—there is a glitch in the platform that will make it hard to navigate when this box is checked.



    b. Click Reorder Groups to change the order of your tabs.



3. Change the default list length. This will show more reports on each page so you do not have to navigate so many, if you increase it above 20.



4. To get back to the normal list view, click on the repository name breadcrumb link at the top.