1. In your internet browser of choice, navigate to https://ucreportcenter.ucop.edu

2. Select your campus, and chose “NEXT”

3. Enter your username and password and select “Login”. Not that your screen may look different, as it is varies with campus

4. If you have recently used the school code or award code table, you may see the report listed on the homepage.
5. If you have not recently used these code tables, you can find them by selecting the “Team Content” button on the left, and clicking on the “Student Code Tables” folder.
6. Clicking the name of the desired table will display the report.