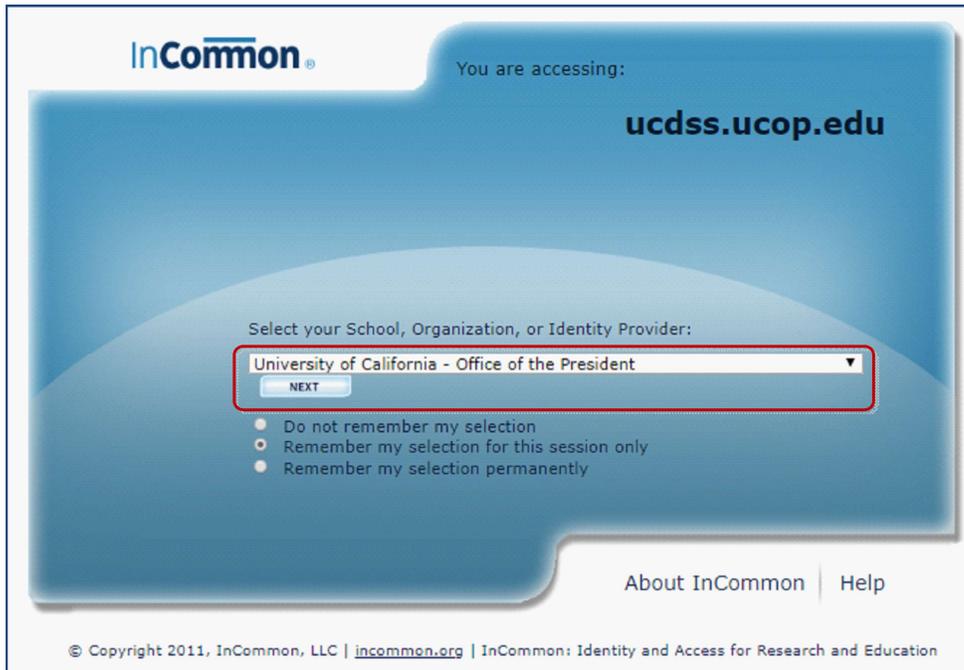


1. In your internet browser of choice, navigate to <https://ucreportcenter.ucop.edu>
2. Select your campus, and chose "NEXT"



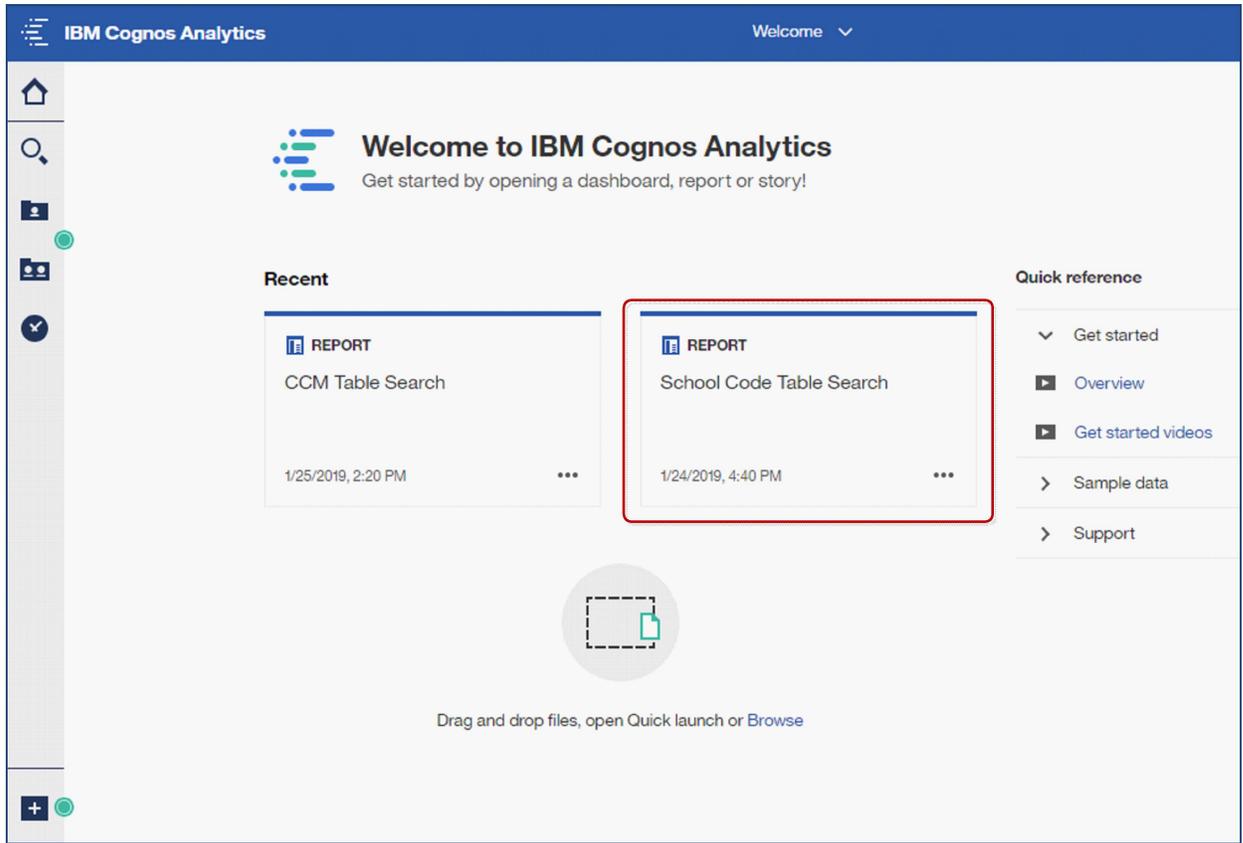
The screenshot shows the InCommon login interface. At the top left is the InCommon logo. To the right, it says "You are accessing: ucdss.ucop.edu". Below this, there is a prompt "Select your School, Organization, or Identity Provider:" followed by a dropdown menu. The dropdown menu is currently set to "University of California - Office of the President" and has a "NEXT" button below it. Underneath the dropdown are three radio button options: "Do not remember my selection", "Remember my selection for this session only", and "Remember my selection permanently". At the bottom right of the main content area are links for "About InCommon" and "Help". The footer contains copyright information: "© Copyright 2011, InCommon, LLC | incommon.org | InCommon: Identity and Access for Research and Education".

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

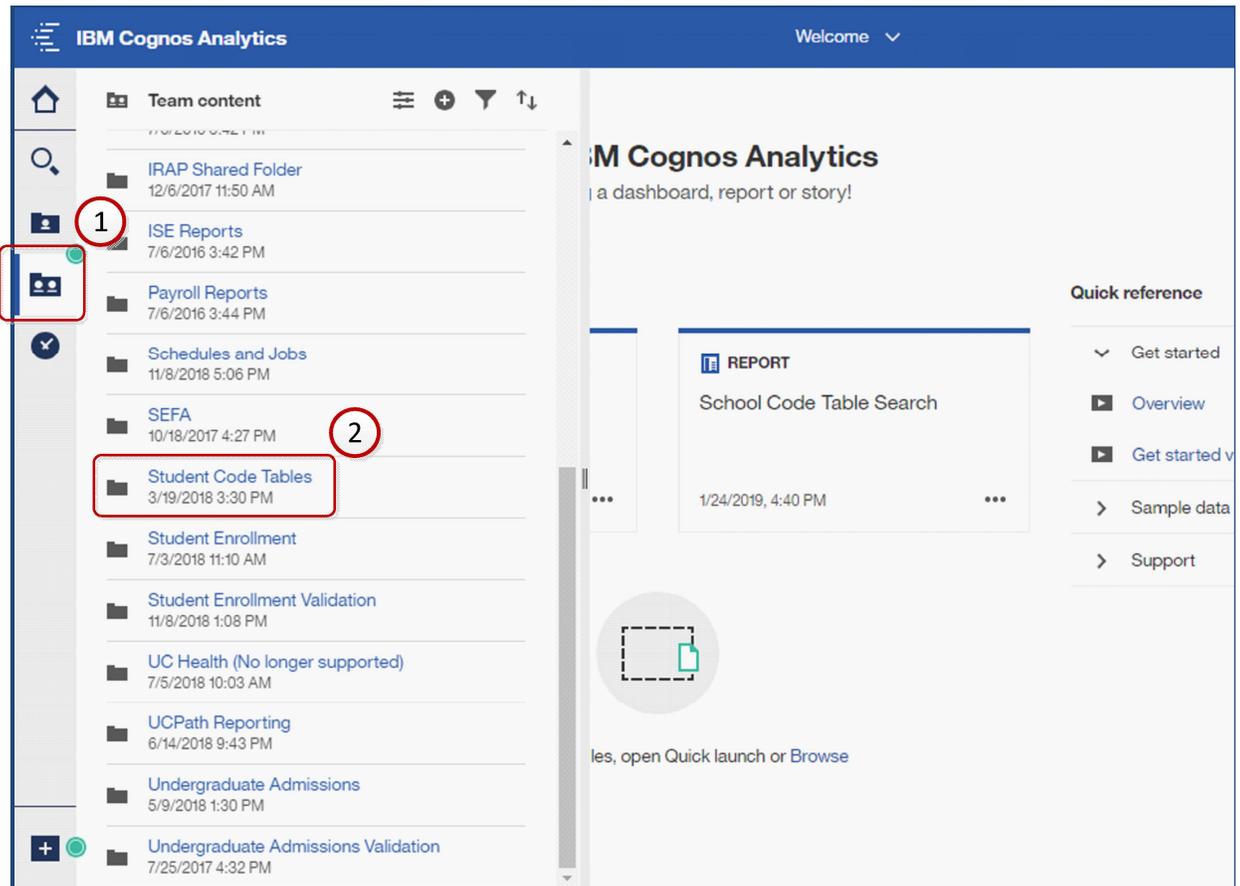


The screenshot shows the UCOP Applications Login page. At the top, there is the University of California logo and the tagline "It Starts Here". Below this is the title "UCOP Applications Login". The main content area contains a login form with two input fields: "UCOP User name:" with the placeholder text "username" and a "Password:" field with a masked password "\*\*\*\*\*". A "Login" button is positioned to the right of the password field. Below the form, there is a note: "This login page is for current UCOP employees only." followed by a bulleted list of instructions: "Use your Windows/AD user name and password.", "If you are associated with another institution, please use your institution's single sign-on function.", and "For problems logging in, contact ServiceDesk or (510) 987-0457."

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.

