Hyperion Workspace is a web-based reporting tool used to run reports based on Banner data. To run these reports:

- 1. Open your web browser and navigate to the Secure Enclave at <u>https://secureapps.ccsu.edu</u>.
- 2. Click on the Continue button.
- 3. At the Office 365 Sign in screen, enter your CCSU email address and password, then authenticate using Microsoft MFA.
- 4. Click on the Secure Apps Desktop icon to access the Citrix Secure Apps Desktop.
- 5. Double-click the Hyperion icon from the Desktop.
- At the log in screen, enter your BlueNet Account username and password (the same account you use to log in to your computer), then click on the Log On button.
- 7. The Hyperion report screen will open with a list of folders (if you do not see the list of folders, click on the Explore button on the Hyperion toolbar). Click on the "+" sign next to the Student folder (or other folder containing reports) to expand it, then click on the Records-Registration folder (or other sub-folder containing reports) to expand it.



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Folders Image: Constant State Image: Constant State Image: Constant State Ima	! * Name * Makusor Report - BS Override List - BS Prereq Not met Stadent Thin Report - BS Transcript report	Type Modified Interactive Repo 7/15/08 9:32 AM Interactive Repo 7/15/08 9:33 AM Interactive Repo 9/17/08 4:09 PM Interactive Repo 7/15/08 3:29 PM Interactive Repo 9/17/08 4:12 PM	Description List of advisor names for School of Business (data as of yesterday). Override List for School of Business (data as of yesterday) Student nömetation Report for School of Business (data as of yesterday) Transcript report using student's 8-digit ID number

- 8. The reports will be displayed on the right side of the screen. **Double-click** the name of the **report** to open it.
- 9. When the report opens, follow the instructions on the next page to run the report.

Hyperion Student Reports Instructions

Student Transcript Report

- 1. Click in the Student ID field and enter the student's 8-digit ID number.
- 2. Click on the Process Transcript button.
- Once Hyperion has processed the transcript, you will see a small dialog box indicating that the process is complete – click on the OK button.

Process complete, report sent to printer
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Student Transcript Report		
Please use your mouse to move between the fields below		
Data in this report is current as of close of the previous business day.		
Student ID: (8 characters)		
Process Transcript		

- 4. The transcript report will open, along with the Print dialog box. If you would like to **print** the transcript, **click** on the **OK** button. If you would like to **view** the transcript without printing it, **click** on the **Cancel** button.
- 5. If you chose to view the transcript, use the scrollbar on the right-hand side of the screen to scroll through the pages. You can **print** the transcript by **clicking** on **File/Print** (or clicking on the Print icon in the toolbar). If you would like to **process another transcript**, **click** on the **Report** button, then **click** on **EIS** this will bring you back to the "banner reporting" screen where you can enter another student ID number.
- 6. When you have finished using the transcript report, **click** on the **X** in the upper-right corner to close the window. If you are prompted to save the report, **click** on the **No** button.

Advisor Report

- 1. **Click** on the **Process** button located on the Hyperion toolbar.
- 2. At the **Registration Term** prompt, **click** in the **blank field**, **enter** the current **term** then **click** on the **OK** button.

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- 3. At the **Department Code** prompt, **click** on your **department code** then **click** on the **OK** button.
- 4. At the Advisor Last Name prompt:
 - a. To run a report for **all advisors**, **click** on the **Ignore** button.
 - b. To run a report for a **specific advisor**, **enter** the advisor's **last name** (entered in title case for example "Smith" not "smith"), then **click** on the **OK** button.

Hyperion Student Reports Instructions

- 5. At the **Advisor First Name** prompt:
 - a. To run a report for **all advisors** (or all advisors with a specific last name if you entered a last name in step 4), **click** on the **Ignore** button.
 - b. To run a report for a specific advisor using their first name, enter the advisor's first name (entered in title case for example "Mary" not "mary"), then click on the OK button.



6. The Advisor report will open. You can print the report by clicking on File/Print (or clicking on the Print icon in the toolbar). When you have finished using the report, click on the X in the upper-right corner to close the window. If you are prompted to save the report, click on the No button.

Override Report

- 1. **Click** on the **Process** button located on the Hyperion toolbar.
- 2. At the **Term** prompt, **click** in the **blank field**, **enter** the current **term** then **click** on the **OK** button.
- 3. At the **CRN** prompt, do one of the following:
 - a. To run the report for a **specific CRN**, **enter** a **CRN** then **click** on the **OK** button.
 - b. To run a report containing **all courses** in your department, **click** on the **Ignore** button.
- 4. At the **Subject** prompt , do one of the following:
 - a. If you **entered** a **CRN**, **click** on the **Ignore** button.
 - b. If you did not enter a CRN, click on a subject code then click on the OK button.

Limit: Subject		
Name:	Subject	OK
	Include Nulls	Cancel
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- 5. At the Course Number prompt:
 - a. If you entered a CRN, click on the Ignore button.
 - b. To run a report containing a **specific course number**, **click** on the **course number** then **click** on the **OK** button.
 - c. To run a report containing all course numbers, click on the Ignore button.

Limit: CRN	I		
Name:	CRN		OK
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Hyperion Student Reports Instructions

- 6. At the **Section** prompt:
 - a. If you **entered** a **CRN**, **click** on the **Ignore** button.
 - b. To run a report containing a **specific course** and section number, click on the section number then click on the OK button.
 - c. To run a report containing **all course and section numbers, click** on the **Ignore** button.
- The override report will open. You can print the report by clicking on File/Print (or clicking on the Print icon in the toolbar). When you have finished using the report, click on the X in the upper-right corner to close the



window. If you are prompted to save the report, **click** on the **No** button.

Student Information Report

- 1. Click on the **Process** button located on the Hyperion toolbar.
- 2. At the **Term** prompt, **click** in the **blank field**, **enter** the current **term** then **click** on the **OK** button.
- 3. At the **Department** prompt, **enter** your **Department code** then **click** on the **OK** button.
- 4. At the **Registered** prompt:
 - a. To run a report containing **students registered** in the term selected, **click** on **Y** then **click** on the **OK** button.
 - b. To run a report containing non-registered students, click on N then click on the OK button.
 - c. To run a report containing **both registered and non-registered students**, **click** on the **Ignore** button.
- 5. The student information report will open. You can **print** the report by **clicking** on **File/Print** (or clicking on the Print icon in the toolbar). When you have finished using

the report, **click** on the **X** in the upper-right corner to close the window. If you are prompted to save the report, **click** on the **No** button.



