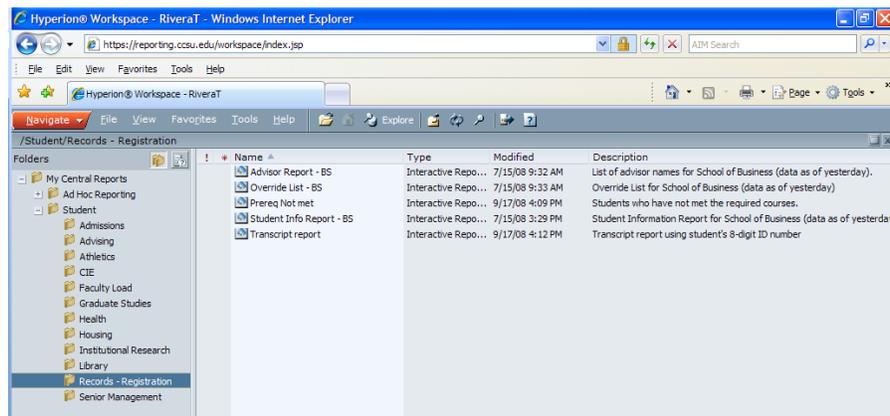


Hyperion Student Reports Instructions

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

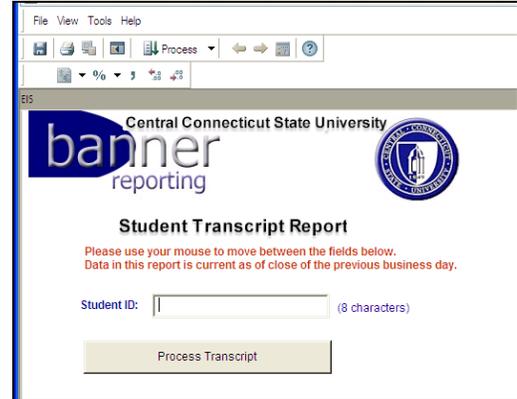
1. Open your web browser and navigate to the Secure Enclave at <https://secureapps.ccsu.edu>.
2. Click on the Continue button.
3. At the Office 365 Sign in screen, enter your CCSU email address and password, then authenticate using Microsoft MFA.
4. Click on the Secure Apps Desktop icon to access the Citrix Secure Apps Desktop.
5. Double-click the Hyperion icon from the Desktop.
6. 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.



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.

Student Transcript Report

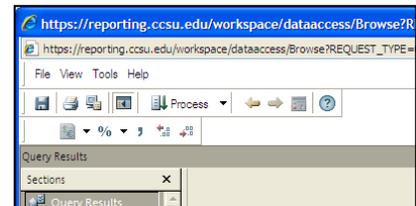
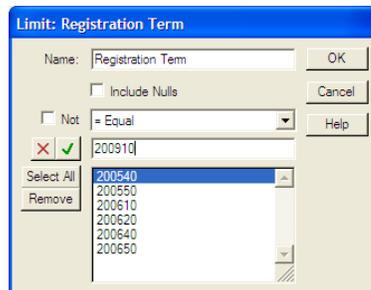
1. Click in the **Student ID field** and enter the student's **8-digit ID number**.
2. Click on the **Process Transcript** button.
3. Once Hyperion has processed the transcript, you will see a small dialog box indicating that the process is complete – click on the **OK** button.



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.

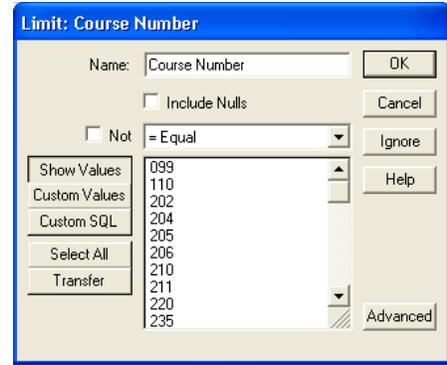
Advisor Report

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.



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.

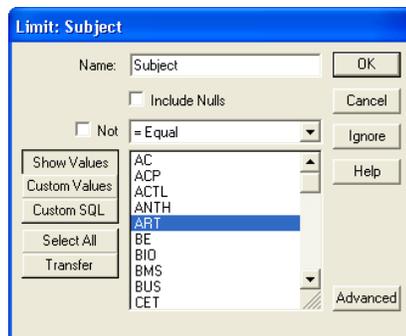
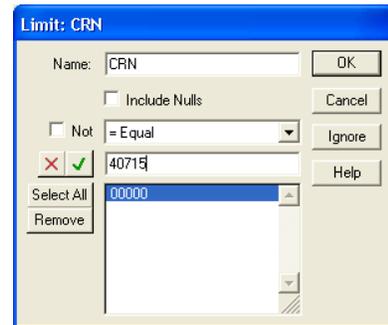
5. At the **Advisor First Name** prompt:
 - a. To run a report for **all advisors** (or all advisors with a specific last name if you entered a last name in step 4), **click** on the **Ignore** button.
 - b. To run a report for a **specific advisor** using their first name, **enter** the advisor's **first 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

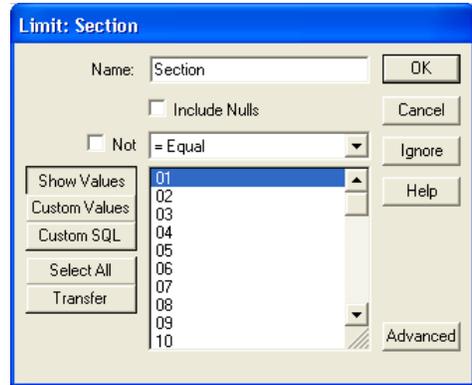
1. **Click** on the **Process** button located on the Hyperion toolbar.
2. At the **Term** prompt, **click** in the **blank field**, **enter** the current **term** then **click** on the **OK** button.
3. At the **CRN** prompt, do one of the following:
 - a. To run the report for a **specific CRN**, **enter** 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.



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.

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.
7. 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.

