Revised access to Student Desktop Reports (SDR)

To increase security of the SDR application and data, CUIT has introduced two additional required levels of access to SDR. You will now need to access SDR by means of a “Terminal Server” and authenticate through our multi factor authentication tool, DUO. Your desktop icons will no longer work once the conversion has been completed. The following step will assist you to access SDR.

1. **Prerequisite: you must use an ALPHA or ADCU account.** If you have never used an ALPHA or ADCU account, you probably have to change your UNI password in order to synchronize the ALPHA or ADCU password with your uni password. Please go to Manage My Uni at this link: [https://cuit.columbia.edu/cuit/manage-my-uni](https://cuit.columbia.edu/cuit/manage-my-uni)

2. **Login to the Terminal Server to run Student Desktop reports**
   First, open a remote desktop connection
   a. From your start menu, navigate **All Programs, Accessories** and open **“Remote Desktop Connection”**

   ![Remote Desktop Connection](image1.png)

   b. In the remote desktop connect dialog box, click on Options.
      i. Under Logon Setting, enter the computer name: `ebisrptprdts02.cuit.columbia.edu`
      ii. Enter your user name - **your UNI preceded by “ALPHA\” or “ADCU\”**
      iii. Enter your UNI password (NOT SDR password)
      iv. Leave the “Allow me to save Credentials” checkbox blank.

   ![Remote Desktop Connection](image2.png)

   You may be prompted with a message similar to the one below, please click the **check box** for “Don’t ask me again for connections to this computer”, and click the **Yes** button.
c. You will be prompted by DUO Multifactor Authentication (MFA) to continue logging in.  
* If you have not signed up for DUO MFA, visit:  
https://cuit.columbia.edu/cuit/manage-my-uni/multifactor-authentication-mfa-columbia

Accessing SIS Desktop Reports once successful login to the Terminal Server

A. Using the Windows ‘Start’ menu to Run SDR Reports.  
● Select the Windows ‘Start’ menu.

The following window is then displayed.  
● Select ‘All Programs’.
The Windows folder list is presented.

- Select ‘SDR - SIS Desktop Reporting’ folder.

This expands to the six (6) SDR - SIS Desktop Report Groups.
Choose one of the six report groups, for this example we have chosen the ‘Accounts’ folder.

The ‘Accounts’ group folder expands and displays the various report applications available.

Select the ‘Accounting’ application.
You are now in the ‘Accounting’ application report module.

B. Using the SIS Desktop Reports (SDR) icon to Run SDR Reports.
   - Select ‘SIS Desktop Reports icon’,
• The six (6) SDR Report Groups are displayed: Accounts, Admissions, Financial Aid, Housing, Miscellaneous and Records. ‘Double click’ on the report group of your choice.

• Within each report group, the report applications are listed. ‘Accounting’ has been selected (you must select the item with Type ‘Application’).

You are now in the ‘Accounting’ application report module.
To run a report you can choose any of the following three options.

**Option A.**
- Choose ‘File’.
- Select ‘Open Report’.

**Option B.**
- Select ‘Reports’ icon.

Either option A or B, displays the following report list. Select the desired report and click ‘OK’ to run it.

**Option C.**
- Choose the Objects tab.
- Select the desired report from the report list shown.

At this point you will be prompted for the report’s ‘retrieval arguments’.
- Provide report’s argument value (varies by report): 2016
- Select ‘OK’.

The report is then generated.

The report can be saved by:
● Select ‘File’ tab.
● Select ‘Save Rows As…’.

**Note:** the report is saved to the Terminal Share NOT your local desktop. You may move it to your shared drive (H: or G:) or save it in Lionmail using the google drive feature to access the report from your local desktop.

The report can be found in the ‘Documents’ folder of the Terminal Server or your H: or G: drive.