

## Revised access to Student Desktop Reports (SDR)

Please note that these instructions are meant for clients who already have SDR access. If you do not yet have SDR access and would like to acquire one, please fill up the form at <https://cuit.columbia.edu/student-desktop-reporting>. Once approved and provisioned, you will automatically receive these instructions.

### *Remote users - Please note that you have to be logged on to Columbia VPN to access SDR*

To keep our SDR application and data safe and secure, 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 earlier desktop icons doesn't work anymore. The following steps will assist you to access SDR.

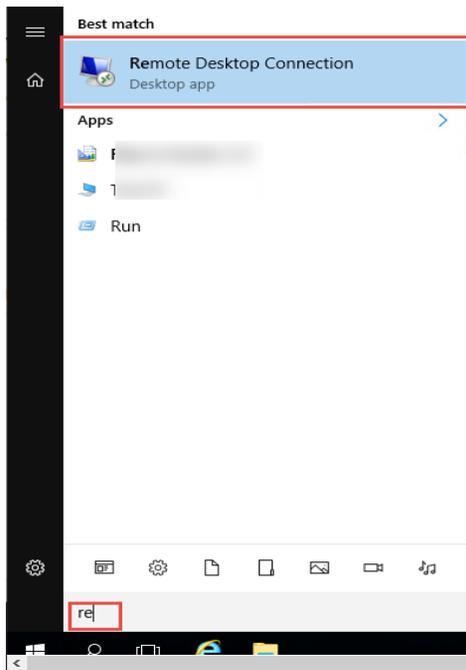
(Please note that **you will need to login to terminal server ebisrptprdts03 through Remote Desktop Connection** )

1. **Prerequisite: you must use an ADCU account.** If you have never used an ADCU account, **please change your UNI password** in order to synchronize the ADCU password with your uni password. Please go to Manage My Uni at this link: <https://cuit.columbia.edu/cuit/manage-my-uni>
2. **Login using ADCU\yourUNI to the Terminal Server to run Student Desktop reports**  
(Please note that if you are working remotely, you have to be on **Columbia VPN** first, before trying to login to Terminal server.)

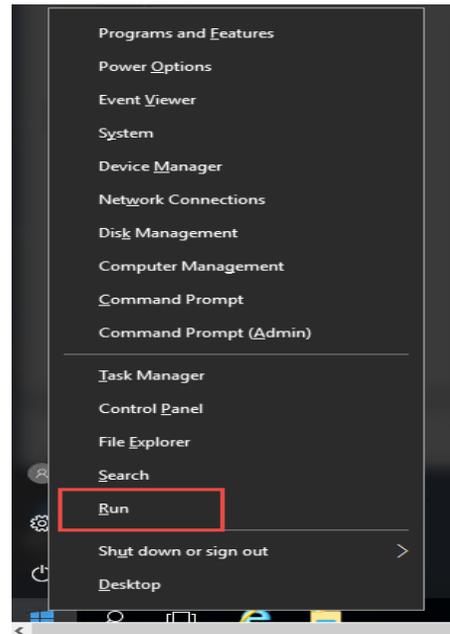
First, open a remote desktop connection

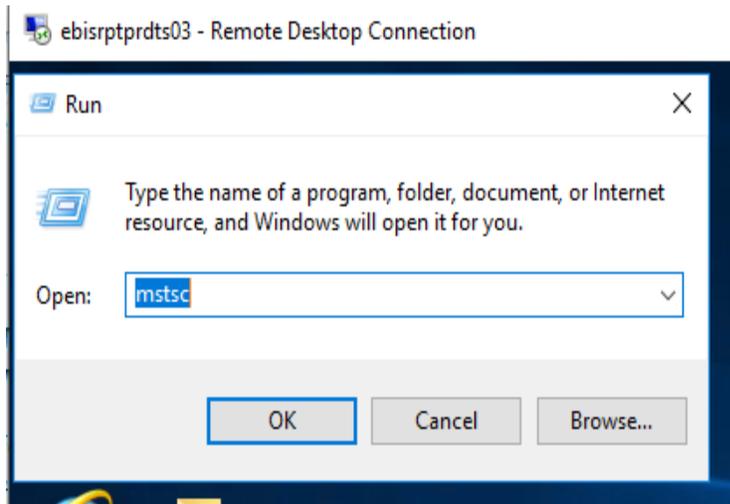
If you are a **Mac** user please locate **Microsoft Remote Desktop** in Finder.

Windows users : Please click on Start menu, and type **Re You will see an option Remote Desktop Connection"** (or right click on START, Click on Run and enter **mstsc**)

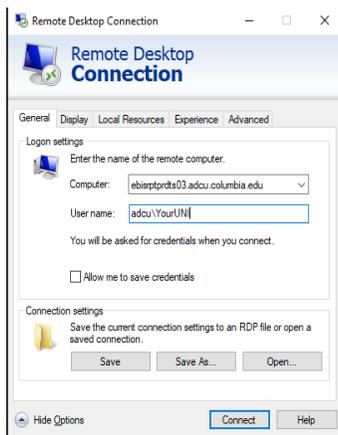


OR

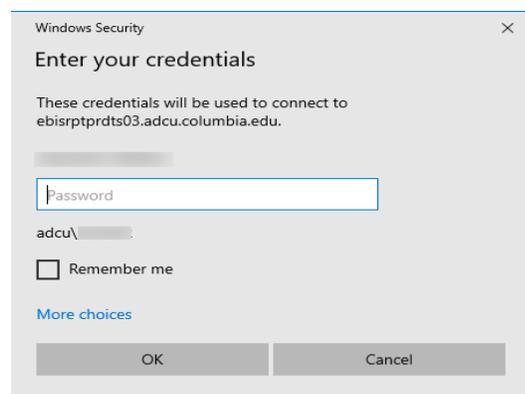
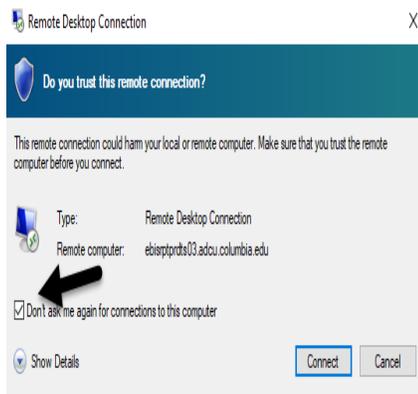




- a. In the remote desktop connect dialog box, click on 'Show Options'.
  - i. Under Logon Setting, enter the computer name: [ebisrptprds03.adcu.columbia.edu](https://ebisrptprds03.adcu.columbia.edu) or simply **ebisrptprds03**
  - ii. Enter your user name - **"ADCU\your UNI"**
  - iii. Enter your **UNI** password (The one which you use to access My.Columbia.edu)
  - iv. Leave the "Allow me to save Credentials" checkbox blank.
  - v. Click **Connect**.



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.

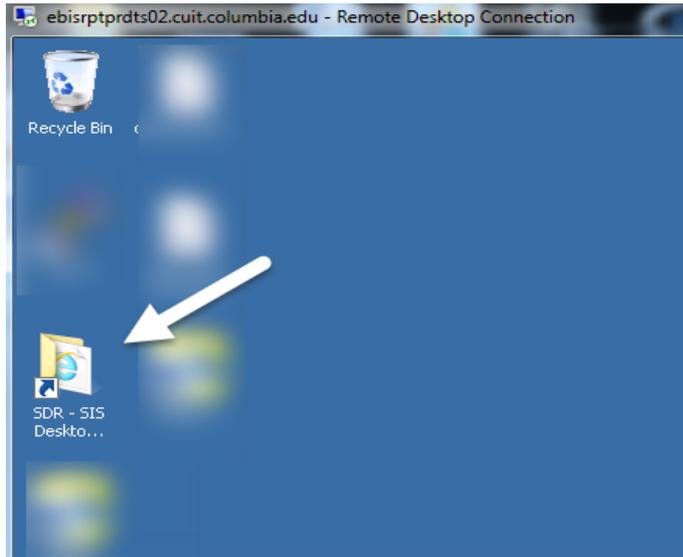


- b. You will be prompted by **DUO** Multifactor Authentication (MFA) to continue logging in.
  - \* If you have not signed up for DUO MFA, visit: <https://cuit.columbia.edu/cuit/manage-my-uni/multifactor-authentication-mfa-columbia>

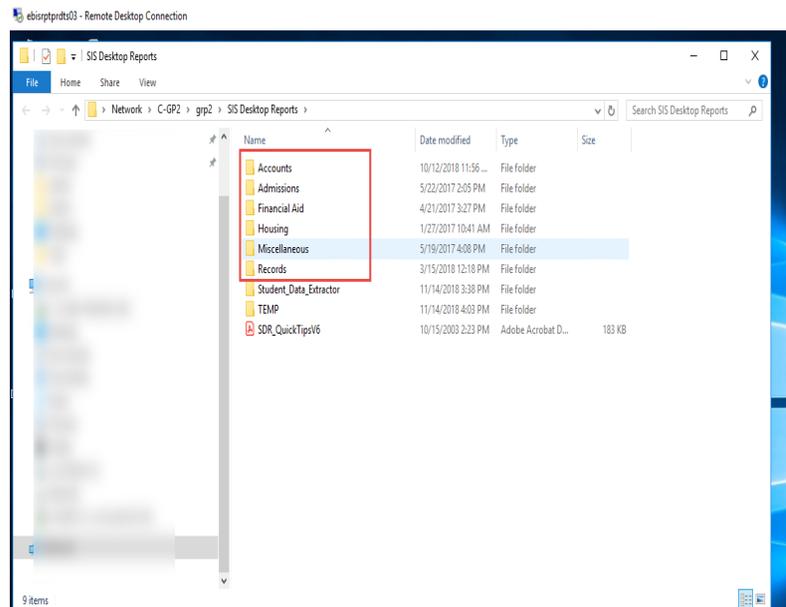
## Accessing SIS Desktop Reports once successful login to the Terminal Server

### Using the SIS Desktop Reports (SDR) icon on desktop to Run SDR Reports.

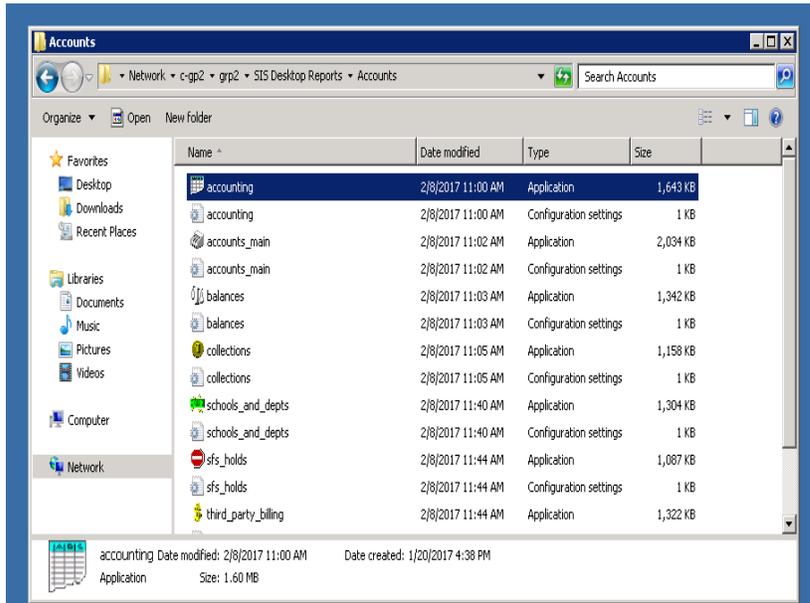
- Select 'SDR - SIS Desktop Reports icon',



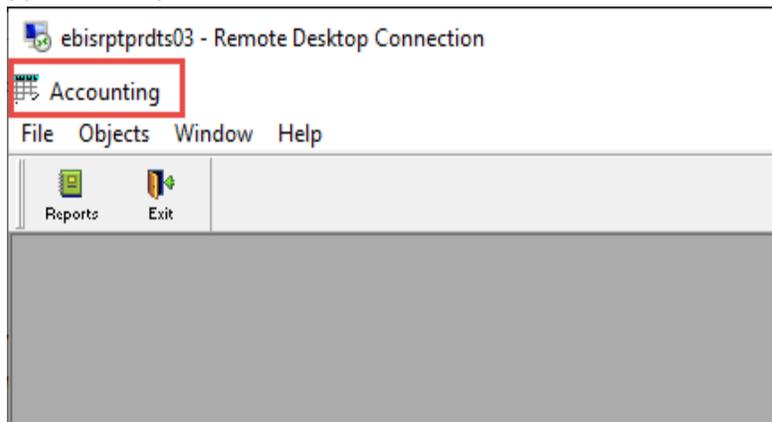
- The six (6) SDR Report Groups are displayed: Accounts, Admissions, Financial Aid, Housing, Miscellaneous and Records. 'Double click' on the report group of your choice.



- Within each report group, the report applications are listed. 'Accounting' has been selected (*you must double click the item with Type 'Application'*).



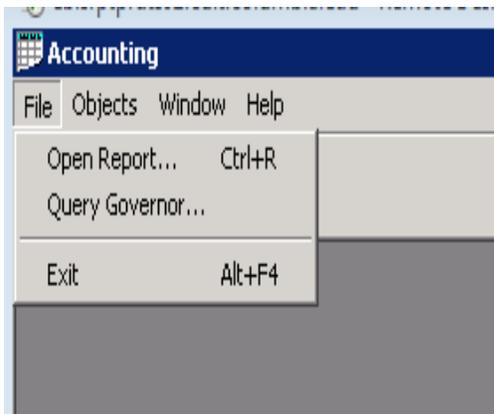
You are now in the 'Accounting' application report module.



To run a report you can choose any of the following three options.

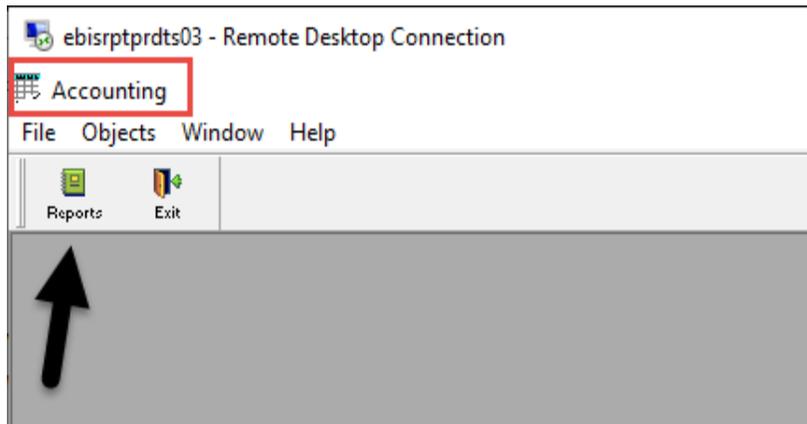
**Option A.**

- Choose 'File'.
- Select 'Open Report'.

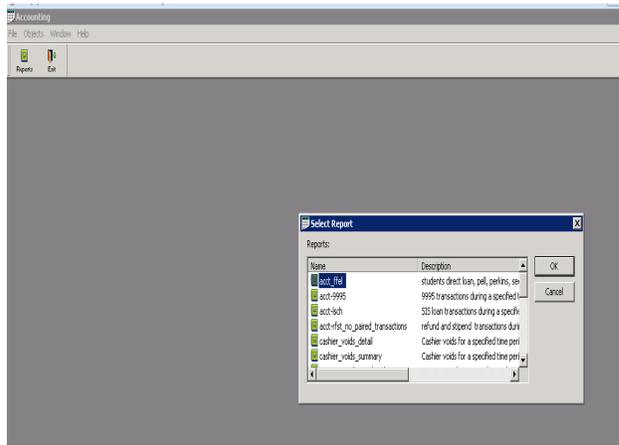


**Option B.**

- Select 'Reports' icon.

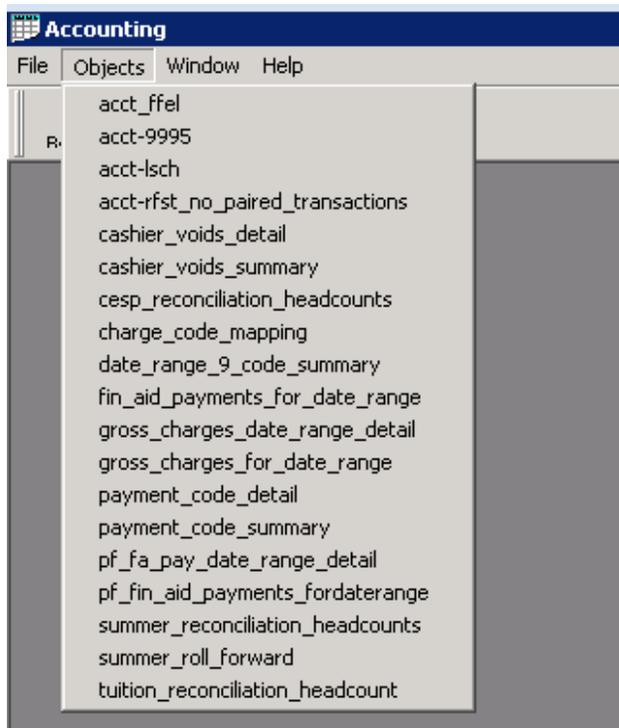


Either option A or B, displays the following report list. Select the desired report and click 'OK' to run it.



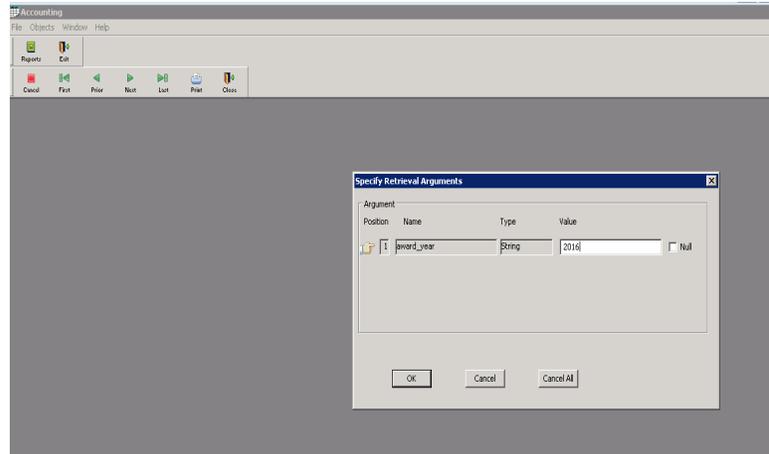
**Option C.**

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

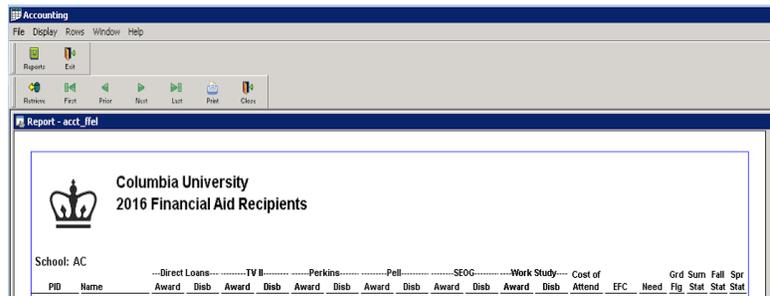


At this point you will be prompted for the report's 'retrieval arguments'.

- Provide report's argument value (varies by report): 2016
- Select 'OK'.



- The report is then generated.



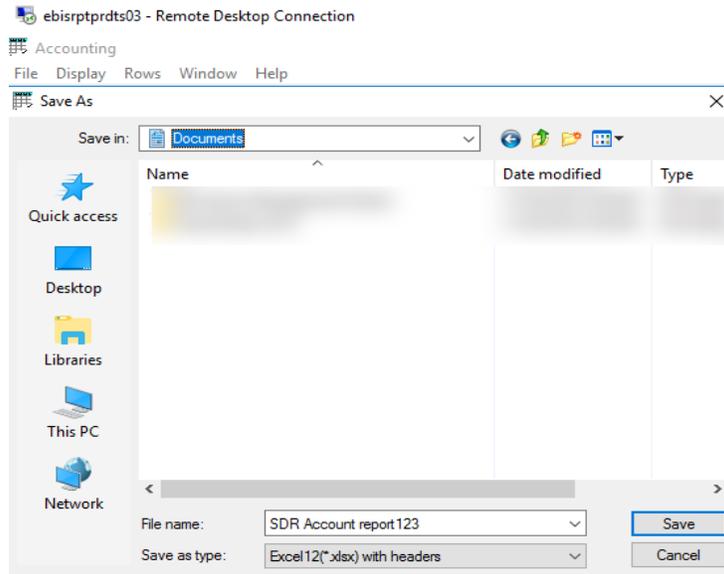
The report can be saved by:

- Select 'File' tab.
- Select 'Save Rows As...'

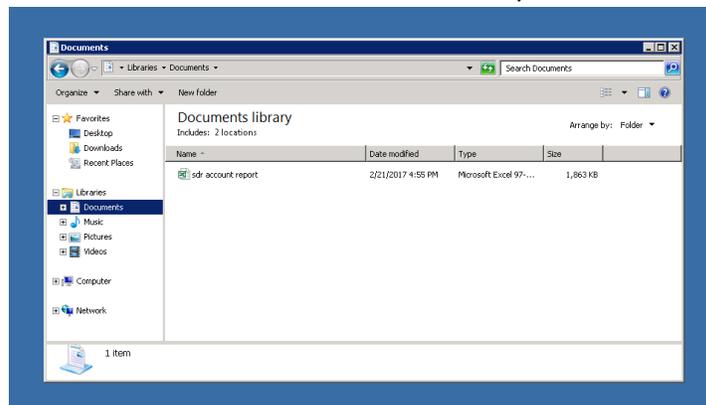
**Note:** the report is saved to the Terminal Share NOT your local desktop. You may move it to your shared drive (H: or G:) or save it in Lionmail using the google drive feature to access the report from your local desktop.



- Provide a filename for the report.
- Choose file type



The report can be found in the 'Documents' folder of the Terminal Server or your H: or G: drive(Whichever location you chose).



Happy Reporting!

As always, all suggestions, feedbacks, comments or even compliments are welcome at [sds\\_reporting@columbia.edu](mailto:sds_reporting@columbia.edu)