

# 10 EASY STEPS TO...

## Run a Class Enrollment Report, UPDATED

1. Select "HR/Campus Solutions"
2. Select "Reporting Tools"
3. Select "Query"
4. Select "Query Viewer"
5. In the empty box, enter: **CU\_SR\_CLASS\_SCHED\_DATA\_ORIG**  
Note: This is NOT case sensitive; you may enter it in lowercase letters
6. Select "Search"
7. When the "Search Results" appear, select "Excel" under "Run to Excel"; a new window will open
8. Enter the correct criteria (not case sensitive):
  - a. Academic Institution – NYT01
  - b. Term – select term
  - c. Subject – select subject
  - d. Career - UGRD
9. Select "View Results"; a new window will open
10. Select either "Open" or "Save" and follow any subsequent prompts