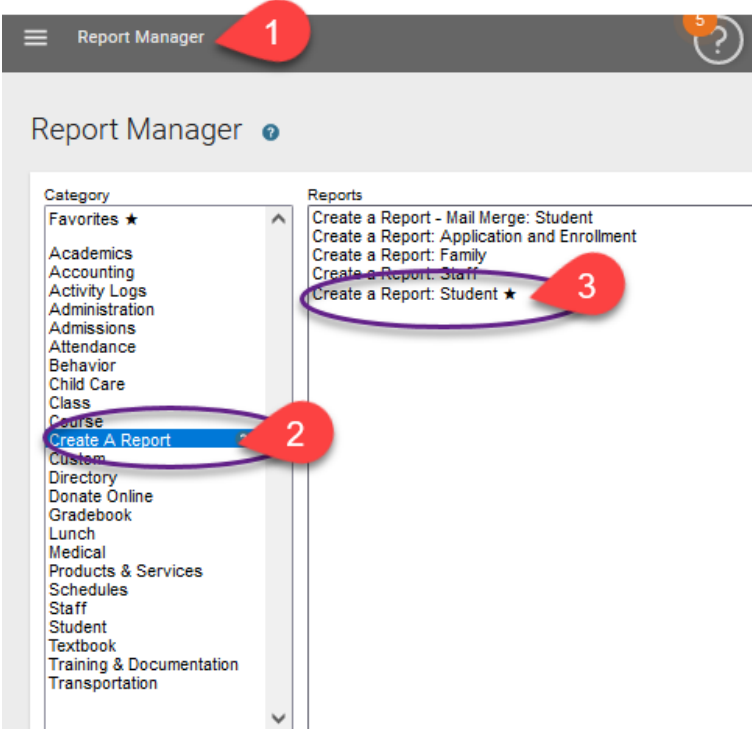
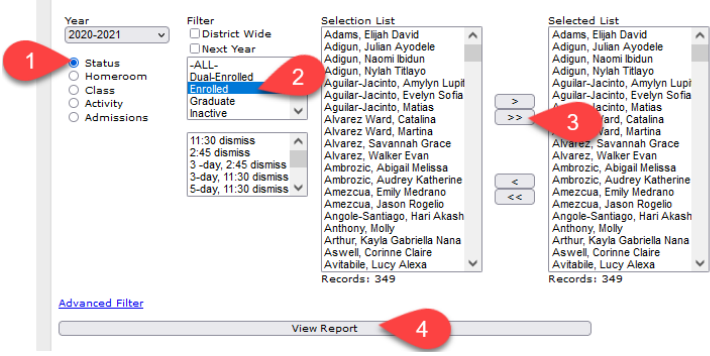
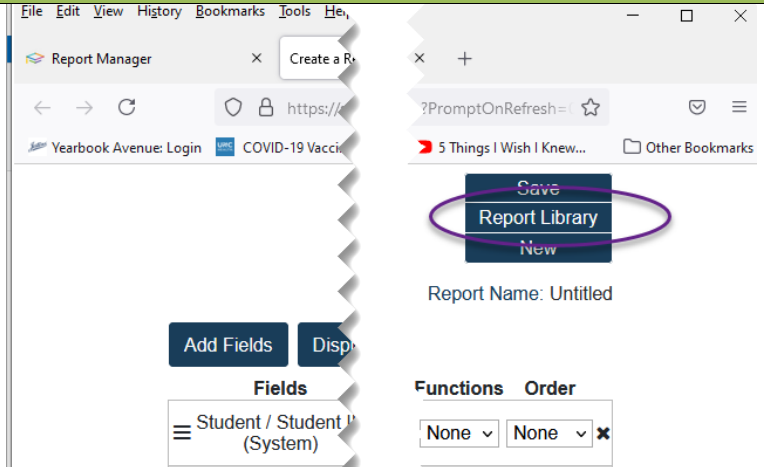


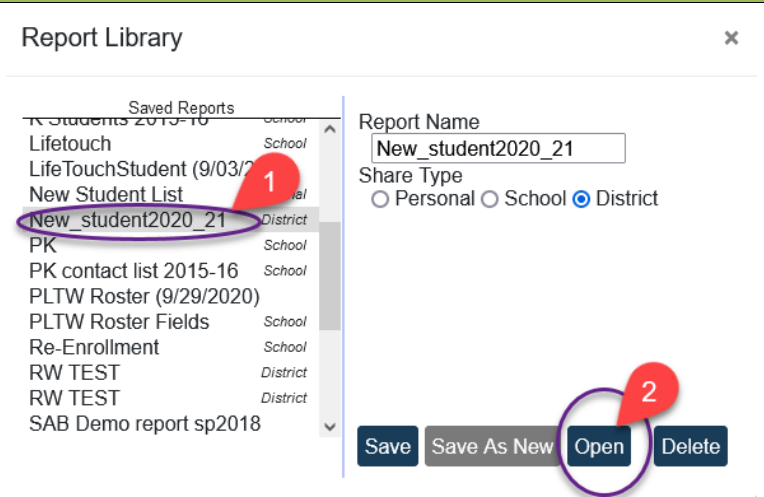
PURPOSE: The purpose of this procedure is generate the NEW STUDENT REPORT. You MUST have Administrative Access to perform this function.

PROCESS STEP	REFERENCE IMAGE	
STEP 1: Log into FACTS SIS.		
STEP 2: Go to: <ol style="list-style-type: none"> 1) Report Manager 2) Create a Report 3) Create a Report: Student 		
STEP 3: Use these settings...		

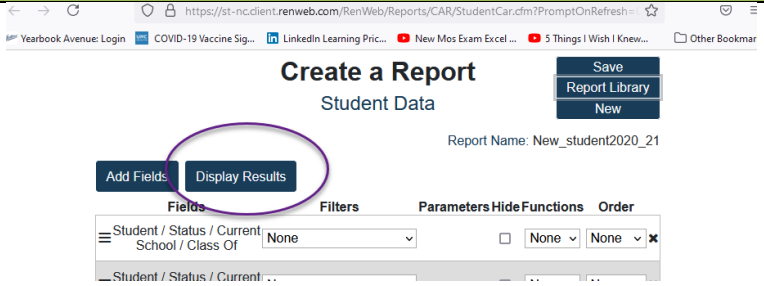
**Step 4: Select
REPORT LIBRARY**



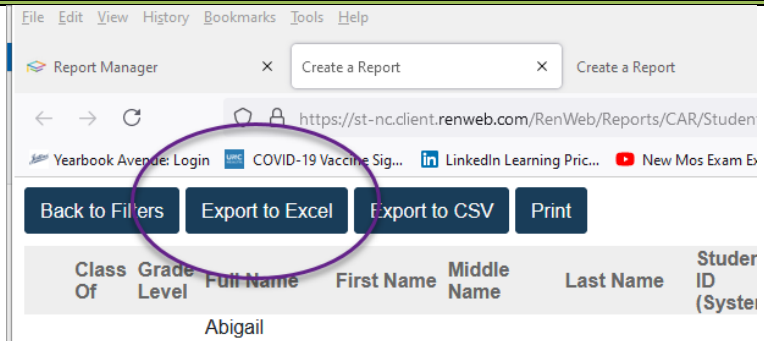
STEP 5: Open Report



**STEP 6: DISPLAY
RESULTS**



**STEP 7: EXPORT TO
EXCEL**



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