TO: Student Services Managers
FR: Christopher Derickson, Assistant Provost and University Register
   Scott Jackson, Executive Director, Enterprise Reporting and Department Systems, ITS
RE: Update on Student Reporting In Infoporte
DT: December 11, 2014

This is a follow-up to an earlier communication about reporting impacts for the users of the Student Administration (formerly Campus Solutions) part of ConnectCarolina. Here is what you need to know:

- InfoPorte is now the primary tool for reporting on ConnectCarolina data.
- This change has already happened for a number of users. All users will start using InfoPorte in January.
- Student reporting in OBI is being decommissioned and access to these reports will be removed as of January 10, 2015

Access
In most cases, Student Administration users who already have access to OBI reports have been given access for InfoPorte student reporting. Requests for new access to InfoPorte student reporting will follow the new Access Request process for requesting access to University systems. The request form should be completed and submitted to your Access Request Coordinator (ARC). The forms and a list of ARCs can be found at https://infoporte.unc.edu/tools/data_dictionary_documents.php under the General Info tab.

Available Reports
The primary student system reports available in InfoPorte are:

- Term enrollments
- Degree candidates
- Degree recipients
- Class
- Class instructor
- Class meeting

We are in the process of enhancing several of these reports to allow users to select from multiple academic plans and academic programs.

Training
A brief Computer Based Training (CBT) is available on the CBT page (https://itsapps.unc.edu/ITSSelfStudy/CCCBT ) of the ConnectCarolina User Information website (http://ccinfo.unc.edu/ ). A live demo of student reporting in InfoPorte will be scheduled for January. In addition, the Office of the University Registrar is developing “Introduction to Student Data in InfoPorte” training materials and may offer hands on training at a future date.

For Help and More Information
- For additional information about Student Administration reports, contact the Office of the University Registrar.
- Sign up for the reporting newsletter and get additional information on this web page: http://ccinfo.unc.edu/reporting/
• The What’s New tab in InfoPorte shows the latest releases: https://infoporte.unc.edu/tools/whats_new.php
• Contact the Help Desk with questions: 919-962-HELP or help.unc.edu