# Reports

## Description

Enterprise Reporting is a collection of the university's reporting tools that provide a simple way to view, create, or download reports from university data sources including personnel, financial, payroll history, directory, and student data. Authorized employees are able to request reports and/or use tools to produce pre-defined, delivered reports as well as to define new ones. The Office of Institutional Research Planning and Assessment process all report request for the institution.

## Students

This service is not available to students.

## Faculty and Staff

Authorized employees can request reports to  The Office of Institutional Research Planning and Assessment (IR) usi ng the University Data Services request.

IR provides the following services:

- All internal report requests  (new reports, press button reports, updating existing reports)
- All external data request  (Directory Information requests)
- External survey requests (US News, external Web site profile updates)
- Internal Survey Assistance with Qualtrics (User access, survey creation, survey panels)

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