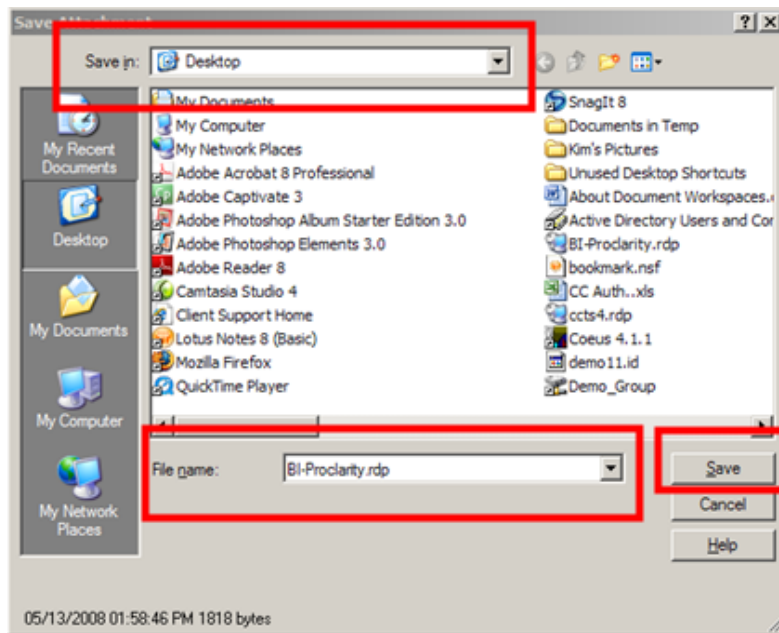


Access *Stony Brook University Reporting* Using the “Remote” (Terminal) Server

You will receive an email announcing that you have been granted access to **Stony Brook University Reporting**, a data warehouse of student, course and financial data. The email will include an attachment which is a shortcut to the “remote” server. You must log in to the “remote server using your **NetID** and **NetID password**.

- Open the email, right click the attachment icon and choose **Save**



Save the shortcut to your **Desktop**



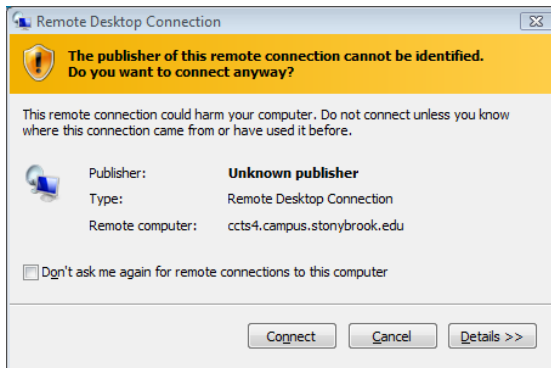
You will see the new icon on your desktop

Log In to the “Remote” Server

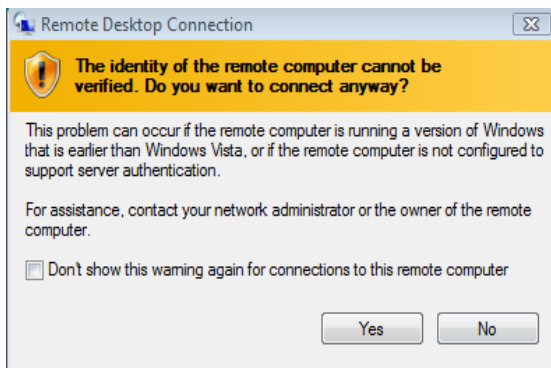


Each time you want to access Stony Brook University Reporting you must double click the icon on your desktop

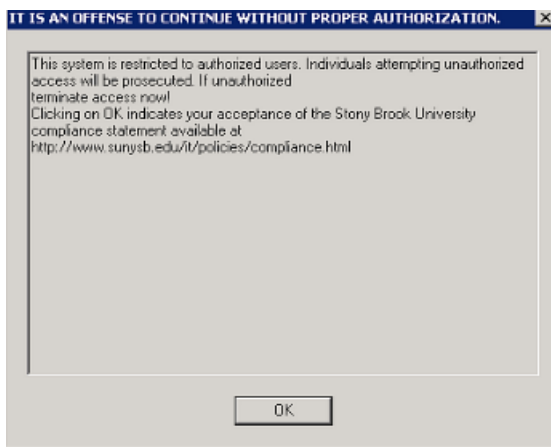
If you have the **Vista** operating system you will see the following messages displayed before you actually get to the Log In screen:



Select **Don't ask me again....** and click **Connect**



Select **Don't show this warning again....** and click **Yes**



This is a compliance warning

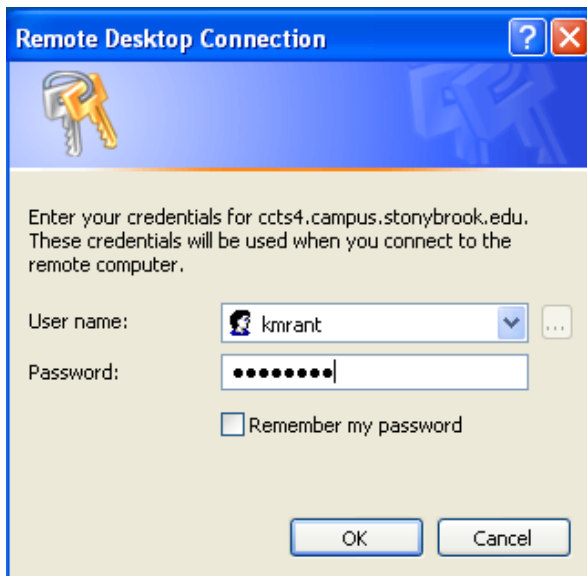
Click **OK** if you comply



Log in to the “remote” server using your **NetID User Name** and **Password**

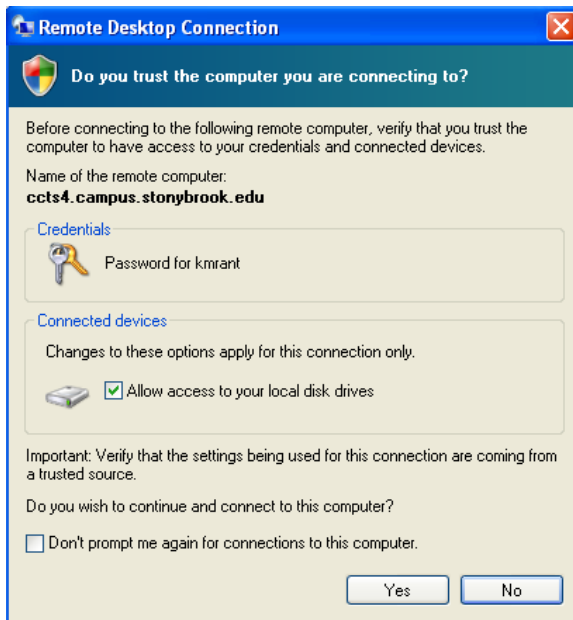
Click **OK**

If you have the **Windows XP** operating system you will see the following:

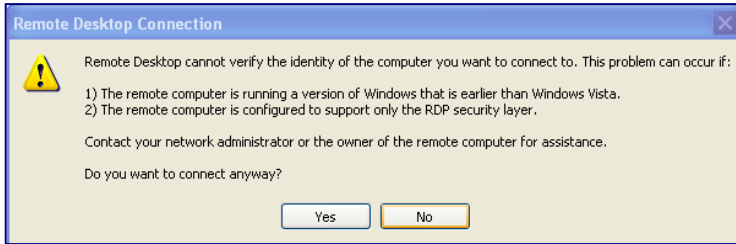


Enter your **NetID** and **NetID password**

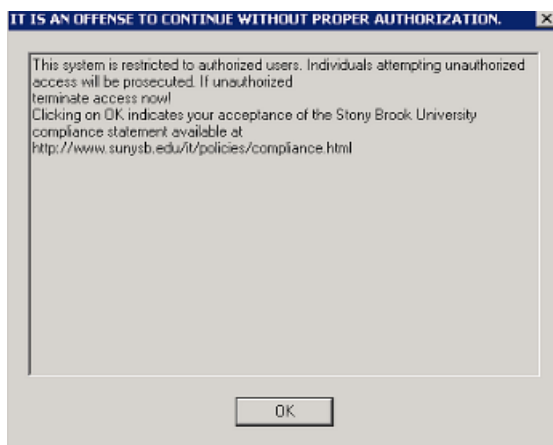
Click **OK**



Select **Don't prompt me again....** and click **Yes**



Click **Yes**



This is a compliance warning

Click **OK** if you comply

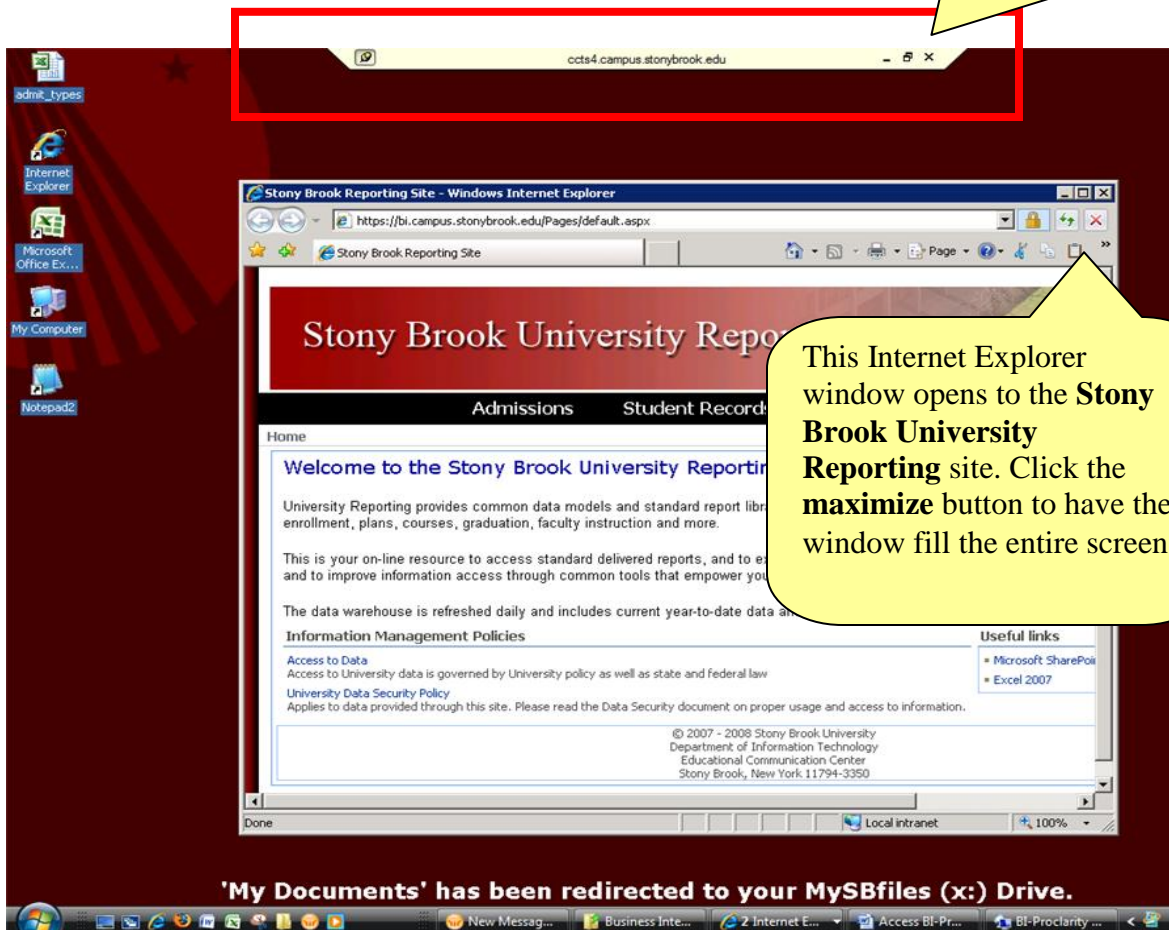
A new “remote” desktop is displayed with an Internet Explorer window open to the **Stony Brook University Reporting** site.

Your existing desktop and programs are just minimized and can be accessed at anytime by minimizing this “remote” desktop or by logging off.

Use these icons to control the “remote” desktop window.

Click the **Minimize** button to minimize the remote desktop window and your computer’s desktop will be displayed.

If you just click the **Close (X)** button on the little toolbar at the top your “remote” desktop session will still be connected and will eventually time out.



Log Off of the “Remote” Server

To exit your “remote” desktop session, click **Start > Log Off**. This will bring you back to your computer’s desktop.