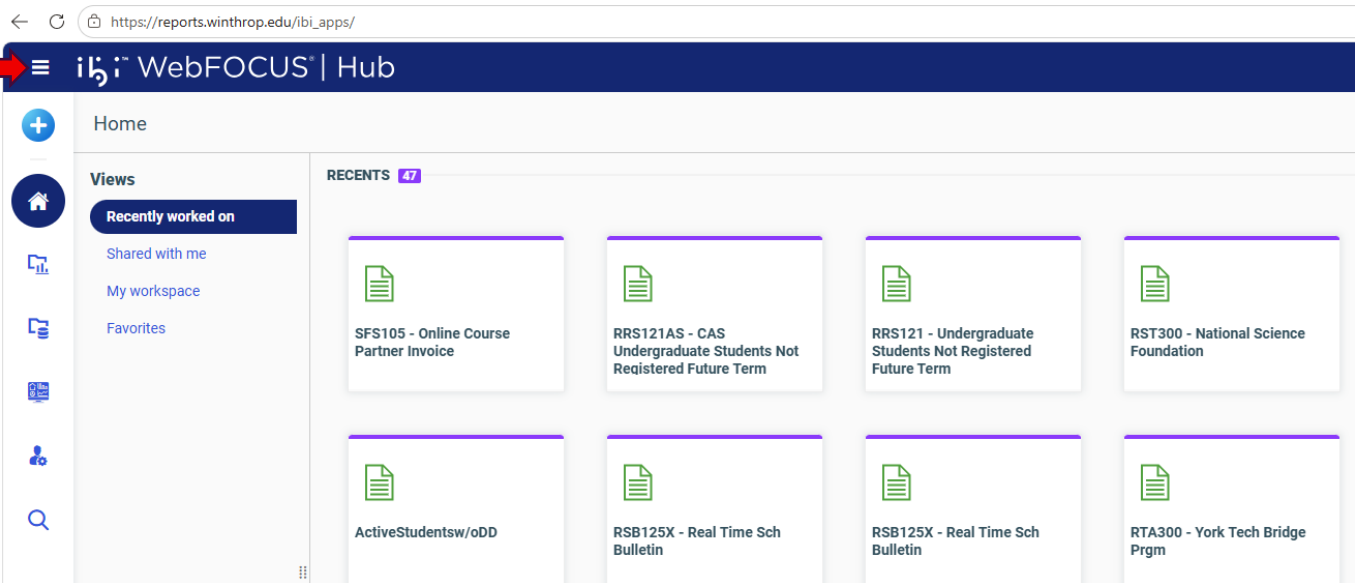
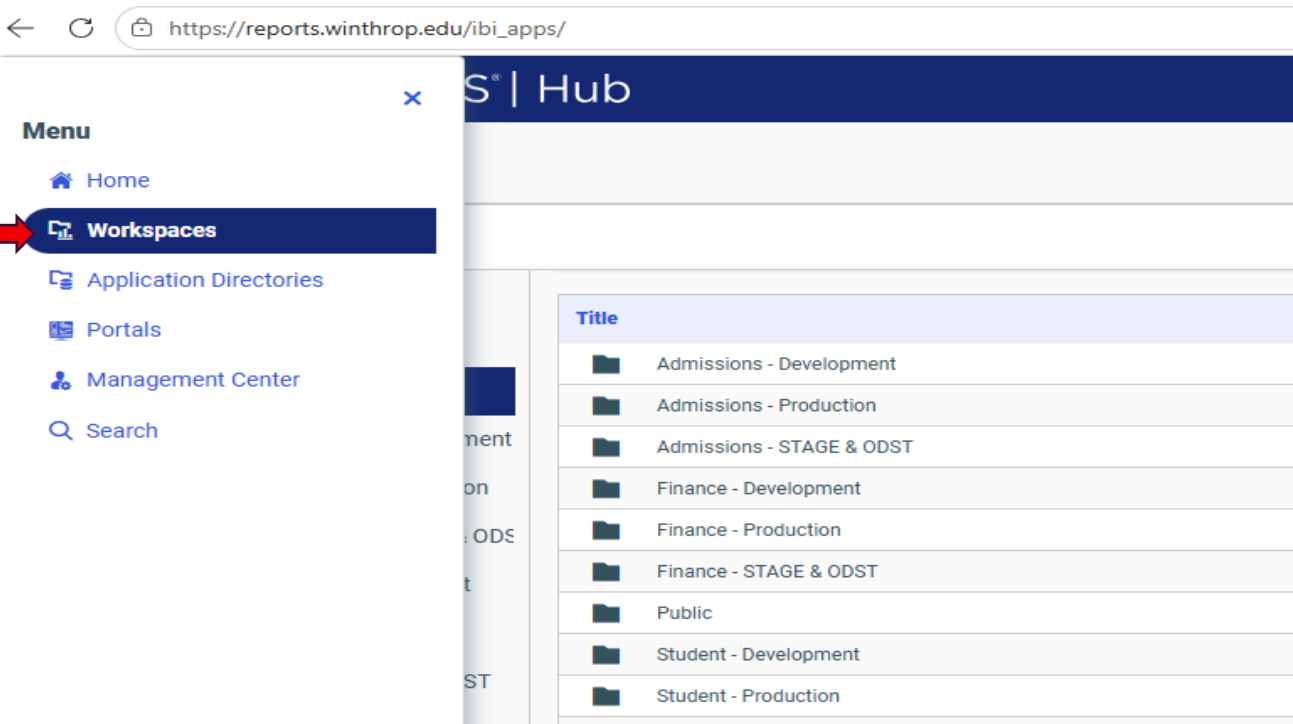


BIDM Reports – User Access Instructions

1. Open <https://reports.winthrop.edu> in your favorite web browser.
2. Sign in with your Winthrop username and password.
3. On the WebFOCUS Hub Home page, click on the Main Menu icon in the top left corner of the screen.



4. Click on “Workspaces”.



5. Once you click on Workspaces, you should see the “Student – Production” folder; double-click the name of this folder or click on the triangle to the left of the folder name to open this folder, then do the same for “Standard Reports” and then “BIDM-Reports”.

The screenshot shows the WebFOCUS Hub interface. The breadcrumb trail at the top reads: Workspaces > Student - Production > Standard Reports > BIDM-Reports. In the left sidebar, the folder structure is expanded to show 'Student - Production', 'Standard Reports', and 'BIDM-Reports'. Red arrows point to the folder names in the sidebar. The main pane displays a table of reports.

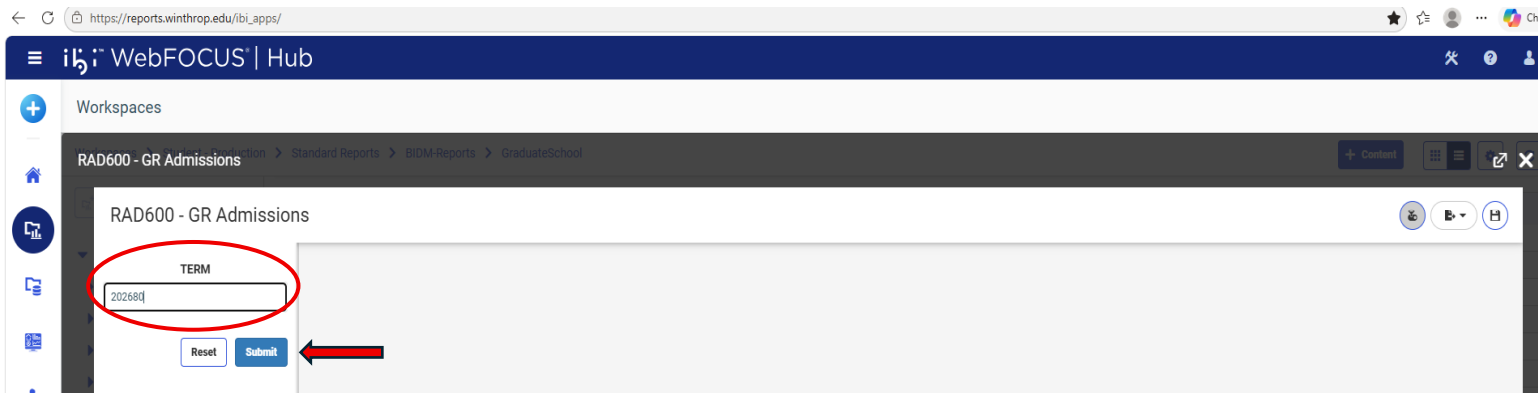
Title	Summary
Accessibility	
Admissions	
ADMSReports	
AlumniRelations	
Athletics	
Budget	
CareerAndCivicEngagement	
CareerDevelopmentInternships	
CAS	CAS
CBA	
COE	
COE-Internships	
Controller	
CulturalEvents	
CVPA	
DecisionSupport	

6. Double-click on a folder (for example: “Graduate School”) to open it; you should then see a list of reports display in the middle pane. Double-click on a report’s name to open that report’s download page.

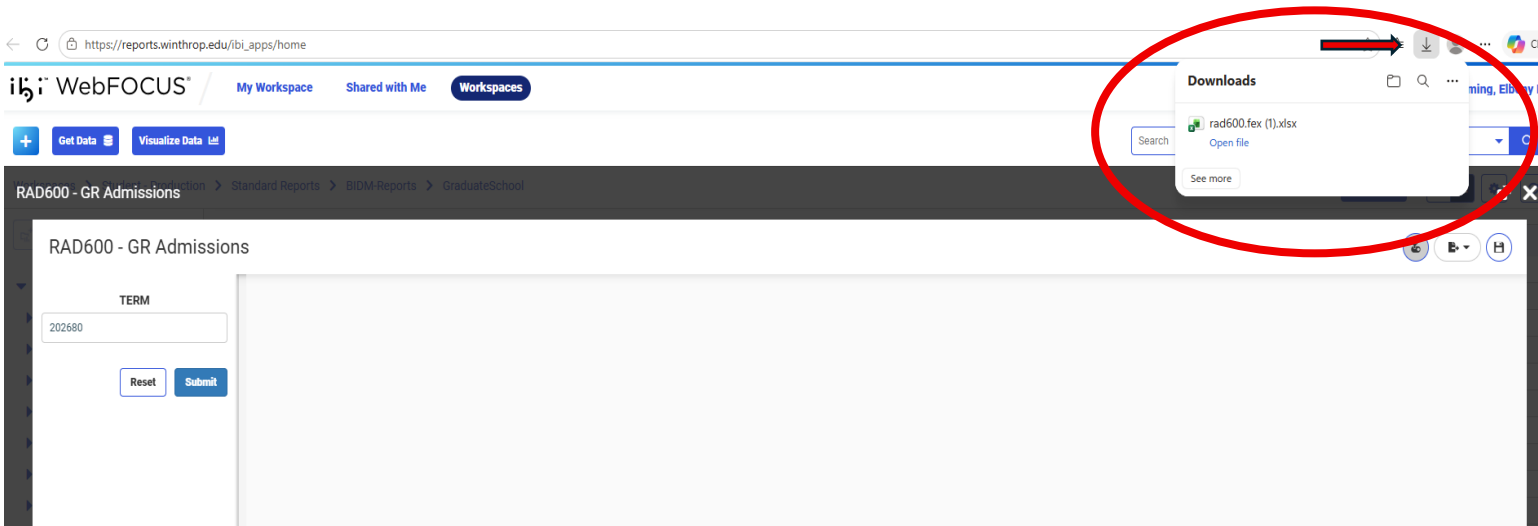
The screenshot shows the WebFOCUS Hub interface with the breadcrumb trail: Workspaces > Student - Production > Standard Reports > BIDM-Reports > GraduateSchool. The left sidebar shows the 'GraduateSchool' folder selected, indicated by a red arrow. The main pane displays a table of reports.

Title	Summary	Last modified
RAD600 - GR Admissions	GR Admissions	8/2/2019 10:54:24 AM
RAD600DPR - GR Admissions By Degree Program	GR Admissions by Degree Program	4/25/2025 8:38:24 AM
RAD610 - Graduate Open House	Graduate Open House	1/21/2019 8:35:37 AM
RBE150 - In-State fees but addr not SC	In-State fees but addr not SC	2/5/2019 6:03:53 PM
RBE321 - New Graduate Students for Jacket Checking	New Graduate Students for Jacket Checking	2/5/2019 6:04:03 PM
RGD115GR - Possible Deg Cand	Possible Graduate Degree Candidates	3/15/2021 11:56:02 AM
RGS100 - GR Students Not Registered Future Term	GR Students Not Registered Future Term	6/14/2023 12:03:02 PM
RGS110 - Active GR Students.fex		4/25/2025 10:23:06 AM
RGS150 - Graduate Provisional Admit Grades	Graduate Provisional Admit Grades	10/18/2021 9:45:29 AM
RRG104 - Overloads	Overloads	10/20/2020 4:55:39 PM
RSB125T - Online Courses w-Gen Ed Requirements	Fully online courses w/Gen Ed Requirements Web courses with course attributes separated out	4/15/2022 9:51:44 AM
RTG200 - Graduate Cohort Tracking		1/22/2020 8:50:19 AM

7. On the individual report's download page, enter the parameter value(s) requested and click the Submit button. Note: different reports may have different parameter options on this page.



8. Once the report has been generated, open it from the "Download" icon or the downloads folder on your computer.



9. Click on the X at the top of the report parameters window to close the window and return to the previous page if you need to access another report.

