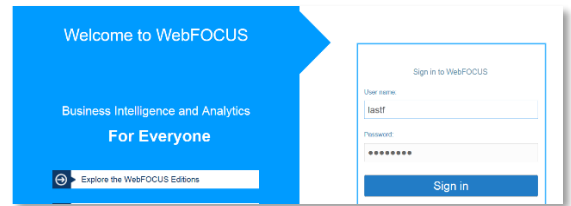


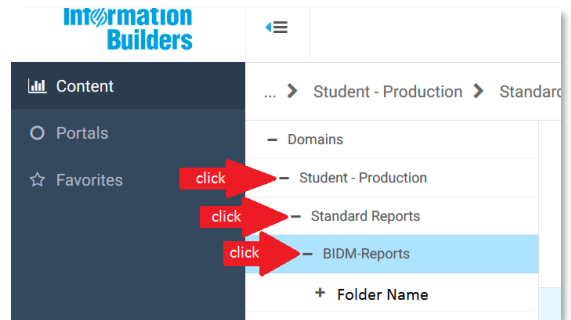
BIDM Reports – User Access Instructions

1. Open <https://reports.winthrop.edu> in your favorite web browser.

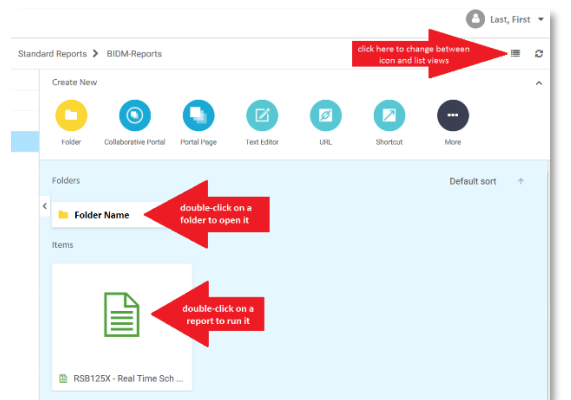


2. Sign in with your Winthrop username and password

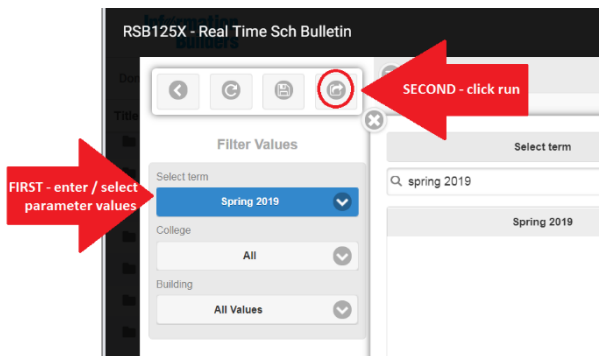
3. Under Content, click to expand the “Student – Production” domain, click to expand “Standard Reports,” click to expand “BIDM-Reports”



4. To the right, you will see a list of the folders and reports that you can access. To switch between icon and list view, click the icon at the top right, pictured below. Double-click on a folder to open it, and/or double-click on a report to start it.



5. In the report window, enter the parameter values and click the run icon.



6. Once the report completes, open or save the report file and close the report window.

